



WEST VISAYAS STATE UNIVERSITY

STUDENT HANDBOOK

January 2022

*Excellence, Creativity
and Innovation, Service*

Vision

“A research university advancing
quality education towards societal
transformation and global recognition”

Mission

“WVSU commits to develop life-long learners
empowered to generate knowledge
and technology, and transform communicates
as agents of change”

Core Values

EXCELLENCE, CREATIVITY
AND INNOVATION, SERVICE

Cover design: Febray G. Lapidante
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Dear Students,

The West Visayas State University 2020 Unified Student Handbook was crafted and revised to instruct, to inform and to remind you dear students (undergraduate/ graduate), of the noble aim of education and of being educated.

The West Visayas State University as a State Institution for higher learning, true to its mission, vision, and core value, is your partner in achieving your goals in life to become the best that you can be and in finding your own niche in society. The education and training the university provides are just half of the partnership. The other half is you and your sense of responsibility to yourself, to the country and to God.

Let this student handbOOK be your guide.

2022 University Student Handbook Committee

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HISTORY OF THE WEST VISAYAS STATE UNIVERSITY

A. History

The founding of the West Visayas State University began as a tributary normal secondary school in 1902 which eventually bannered itself as an independent and distinct teacher-training institution in 1924. WVSU was then reputably known, the Iloilo Normal School or INS.

Iloilo Normal School evolved into a secondary school complete with elementary and teacher training departments in 1916. The school became a distinct educational institution upon completion of its historic building, the Quezon Hall, in 1924. This period had been a kick-off point for the more established Iloilo Normal School offering a two-year collegiate course which eventually progressed into a four-year college program in 1952.

In 1954, through the Republic Act No. 375, the INS offered Bachelor of Science in Education major in Elementary Education; the Iloilo Normal School then became a pioneer and premier teacher-training institution in Western Visayas whose prestige has been recognized up to this day with its academic programs catering to local and global demands. Testament to this—is its being cited Center of Excellence by the late Senator Blas P. Ople in 1994, and being noted Center of Excellence for Teacher Education by the Commission on Higher Education (CHED) in 1995.

The INS became the West Visayas State College on May 4, 1965 by virtue of R.A. 4189, the state college started offering Bachelor of Science in Education for Elementary and Secondary education, Bachelor of Arts, and Master of Education. Correspondingly, the Graduate School and the School of Arts and Sciences had been initiated in the same year. WVSC opened the Secondary Laboratory School in 1969. The Republic Act 6596 then authorized the school from offering university level courses in education, arts, and sciences in September 1972.

In succeeding years, various schools were opened, namely: the School of Medicine in 1975, School of Agriculture in 1976, and School of Nursing in 1977; while, the doctorate program of the Graduate School was

introduced in 1977. B.S. Biological Science, A.B. Mass Communications, and B.S. Forestry programs took off in 1981 with the establishment of the Physical Education, Sports, Culture and Recreation (PESCAR) Center in 1993 becoming a degree-granting unit renamed for PESCAR Institute which then became College of PESCAR in 2000. These strings of accomplishments had been a period of significant growth for the University highlighting its Golden years from 1974 through the 1980s.

On January 27, 1986, through the Presidential Decree no. 2019, the West Visayas State College was converted into the West Visayas State University, integrating the Iloilo National College of Agriculture (INCA) into its system becoming the West Visayas State University College of Agriculture and Forestry (WVSU-CAF); while, in 1987, the University acquired Don Benito V. Lopez Memorial Hospital, which eventually became the WVSU Hospital maximized for the University's Nursing and Medical programs. The University's adherence to its core functions became more evident, establishing the Office of Research and Non-Formal Education in 1986 and the Office of Extension in 1988.

The Department of Mass Communications became a degree granting Institute of Mass Communications in 1993, which was later converted into a College in 2000. In 1999, WVSU's Diamond Jubilee was ushered in with the offering of different academic programs: Bachelor in Cooperatives Management in 1997, Bachelor of Science in Information Management, and Bachelor of Science in Information Technology in 1998. The BSIM and BSIT were then offered under the Institute of Mass Communications, which is now, the College of Communication.

In 2000, the Higher Education Modernization Act of 1997 made it possible for the integration of the University's CHED supervised Higher Education Institutions (HEIs), such as, the Calinog Agricultural-Industrial College (CAIC) in Calinog (WVSU Calinog Campus), Janiuay Polytechnic College (JPC) in Janiuay (WVSU Janiuay Campus), Lambunao Institute of Science and Technology (LIST) in Lambunao (WVSU Lambunao Campus), and Pototan College of Arts and Sciences (PCAS) in Pototan (WVSU Pototan Campus). While, the WVSU Board of Regents and the Department of Health (DOH) approved the conversion of WVSU Medical Center into a 300-bed capacity public hospital.

In 2001, the Bachelor of Science in Statistics and Research (BSSR) program was offered along with the University Distance Education program through the Diploma in Teaching (DIT) course which began in the summer of 2003. In the first semester of the same year, additional programs were offered, such as, Bachelor in Hotel and Restaurant Management (BHRM), Bachelor in Broadcasting (BB), Bachelor in Journalism (BJ), and Bachelor of Science in Development Communication; while, the Institute of Information and Communications Technology (IICT) was established in 2002. The BSIM and BSIT programs were offered effectively in the first semester of AY 2002-2003 under the leadership of the first IICT Director, Engr. Bobby D. Gerardo. In 2007, however, the BSIM program was replaced with the BS Information Systems citing the BOR Resolution No. 26-2007.

Further, in 2004, the University instituted its verticality scheme for its academic programs through the operations of graduate schools in the College of Education and the College of Arts and Sciences; while, other colleges of the University followed suit with their own graduate programs. In April 2006, the University signed a Memorandum of Agreement with the City of Himamaylan, Negros Occidental with the intent of extending degree programs in teacher education, thus, resulted in the creation of Himamaylan Extension Campus (HEC). On April 17, 2019, President Rodrigo Roa Duterte signed Republic Act 11308 converting the West Visayas State University (WVSU)-Extension in the City of Himamaylan, Province of Negros Occidental, into a Regular Campus of the West Visayas State University to be known as the West Visayas University-Himamaylan City Campus.

Furthermore, various academic programs had been offered in the University; namely, Master of Arts in Nursing in 2004, BS Entrepreneurship in 2005 (Calinog Campus), Bachelor of Science in Applied Math in 2006 (CAS), Bachelor of Tourism in 2008 (CBM), Master in Hospitality Management in 2010 (CBM), Bachelor of Science in Computer Science in 2014 (CICT), Bachelor of Science in Office Administration in 2018 (Calinog Campus), and Master in Business Management in 2016 (Main Campus).

The University, keeping apace with global trends, complied with recommendations from various oversight bodies. The College of Communications was converted into the College of Communication in 2013 by virtue of BOR Resolution No. 14-A, series of 2013. In 2016, the Institute of Information and Communications Technology (IICT) was converted into

College of Information and Communications Technology following the BOR Resolution No. 43- 2016; while, CHED granted WVSU as Center of Excellence in Teacher Education and Center of Development for Agriculture, Forestry, and Nursing programs.

Even more, in July 28, 2020, the Legal Education Board (LEB) granted WVSU Notice of Approval for Authority to operate a Law School Program through Government Permit No. 33 pursuant to Section 6 of LEB Memorandum Circular No. 60, s. 2020 permitting the University from opening the College of Law in AY 2020-2021 offering Juris Doctor program; while, the University made it official for its offering of the Doctor of Dental Medicine program in AY 2021-2022. This six-year program conforms to the CMO no. 03 series of 2018 making WVSU the first SUC in Region VI and the second SUC in the country to offer Dentistry program.

Today, the West Visayas State University maintains its place as one of the top academic institutions for higher education serving the country with its eleven (11) degree granting units in the main campus and five satellite campuses. WVSU provides varied services through the Center for Foreign Languages (CFL), University Review Center (URC), University Learning Assessment Center (ULAC), Center for Teaching Excellence (CTE), Green Technology and Business Incubation (GTBI), and the University Medical Center with the University Research and Development Center, University Extension and Development Center (UEDC), and the WVSU Innovation and Technology Office (ITSO). These centers promote and strengthen the University's core functions for quality instruction, responsive research, and meaningful community extension service.

ACADEMIC PROGRAMS

(Main Campus)

The West Visayas State University aims mainly to provide professional and technological instruction in the fields of education, natural sciences, medicine, nursing, communication, law, dentistry and other related areas. Several academic units carry out this task through their respective degree programs, which are regularly upgraded to meet professional needs and requirements.

MAIN CAMPUS

College of Agriculture and Forestry

Bachelor of Science in Agriculture
Bachelor of Science in Forestry
Bachelor of Elementary Education
Master of Agriculture
Doctor of Philosophy in Agriculture
Master in Forestry

College of Arts and Sciences

Bachelor of Arts in Political Science
Bachelor of Arts in English Language Studies
Bachelor of Science in Biological Science Bachelor of Science in
Applied Mathematics
Master of Arts (Biology, Chemistry, Physics, Mathematics, English
& Literature, Social Science)
Master in Public Governance
Doctor of Philosophy in Social Science

College of Business and Management

Bachelor of Science in Hospitality Management
Bachelor of Science in Cooperatives Management Bachelor
Science of Tourism Management
Bachelor of Science in Business Administration
Master in Hospitality Management
Master in Business Management

College of Communication

Bachelor in Broadcasting
Bachelor of Science in Development Communication
Bachelor in Journalism
Master in Mass Communication

College of Education

Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Special Needs Education with specialization in
Teaching Deaf and Hard-of-Hearing Learners
Bachelor of Early Childhood Education
Master of Arts in Education
Master in Education

Master in School Management
Doctor of Philosophy in Education
Doctor of Philosophy in Science Education
Master of Arts in Education (Physics)
Doctor in Science Education
Diploma in Teaching

College of Medicine

Doctor of Medicine

College of Nursing

Bachelor of Science in Nursing
Master of Arts in Nursing

College of PESCAR

Bachelor of Physical Education
Bachelor of Culture and Arts Education
Master of Physical Education
Diploma in Physical Education

College of Information & Communications Technology

Bachelor of Science in Information Technology
Bachelor of Science in Information Systems
Bachelor of Science in Computer Science
Bachelor of Science in Entertainment and Multimedia
Computing
Bachelor of Library and Information Science
Master of Information Technology

College of Law

Juris Doctor

College of Dentistry

Doctor of Dental Medicine

SATELLITE CAMPUSES

WVSU CALINOG

Bachelor of Science in Agriculture
Bachelor of Science in Industrial Technology
Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Science in Entrepreneurship
Bachelor of Science in Information
Bachelor of Science in Hotel & Restaurant Services
Technology
Master of Arts in Education
Master in Public Administration
Doctor of Philosophy in Education
Food Technology
Agricultural Entrepreneurship

WVSU LAMBUNAO

Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Technical Teacher Education
Bachelor of Science in Information Technology
Bachelor of Science in Hotel & Restaurant Mgt.
Bachelor of Science in Industrial Technology
Bachelor of Science in Criminology
Master of Arts in Education
Master of Science in Criminology
Doctor of Education

WVSU JANIUAY

Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Science in Industrial Technology
Bachelor of Technical Teacher Education
Bachelor of Science in Information Technology
Bachelor of Science in Information Systems
Bachelor of Science in Hotel & Restaurant Services
Technology
Bachelor in Caregiving Management

Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Science in Industrial Technology
Bachelor of Technical Vocational Teacher Education
Bachelor of Science in Information Systems
Bachelor of Science in Hospitality Management
Bachelor of Science in Information Technology

Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Science in Information Technology
Bachelor of Science in Hotel & Restaurant Services Technology

THE WVSU COLLEGE ADMISSION TEST

The WVSU College Admission Test (CAT) has the following guidelines and admission requirements (Main Campus):

1. The WVSUCAT is open to all graduates/graduating students of general and vocational secondary schools recognized by the Department of Education.
2. Accomplished application forms and other requirements such as:
 - ☐ A copy of the high school report card duly certified or authenticated by the Principal/Registrar for applicants who have already graduated or a photocopy of the card with grades in the latest grading period for those who are graduating in March
 - ☐ Two recent identical (2x2) pictures duly signed at the back by the applicant

- ☐ A photocopy of the applicant's birth certificate
- ☐ One (1) self-addressed stamped (P24.00 postage stamp) long white mailing envelop They should be submitted/mailed to the Office of Admissions and Records, West Visayas State University, La Paz, Iloilo City (Main Campus) as soon as possible.

3. WVSU CAT fees are subsidized by Free Higher Education (FHE).
4. Only those applicants who reach the cut-off score required by the College where they are to be admitted will be permitted to take the Aptitude Test administered by the College. They should further satisfy other requirements of the College.
5. The ranking system will be used to determine the number of students to be admitted into each program of the WVSU.
6. Applicants who do not qualify for their first-choice program may be channeled to their second or third choice as long as slots are available. Other requirements needed for admission to the chosen College/Institute:
 - ☐ Certification of Good Moral Character from the high school graduated from.
 - ☐ Interview
 - ☐ Aptitude/qualifying test for applicants in the respective degree programs
 - ☐ Medical/Physical examinationAn applicant's WVSU-CAT score is valid only for the intended school year and cannot be used for the succeeding school terms.

The above provision however does not cover the following:

1. Students who finished or graduated from a baccalaureate degree or two-year technical - vocational course or associate course and pursuing or enrolled in another or additional baccalaureate degree or two year technical-vocational or associate course in SY 2003-2004.
2. Students who completed any of the three NSTP components but considered freshmen to the course where they transferred or shifted: and
 - a. Foreign students or aliens.

School Fees

As stipulated in RA 10931 or the Free Higher Education Act students enrolled in the University are exempt from payment of tuition and the other identified fees;

Students taking B.S. nursing pay the additional Related learning Experience (RLE) fees which is not covered by RA 10931.

For students intending to "opt out", which means that the student decides to pay the cost of his schooling, the application form is available at the OSA. Opt-out is allowed in the IRR of the Free higher Education Act.

Graduating students will pay Graduation fee, Yearbook fee and Alumni fee as these fees are not covered by the Free Higher Education.

For foreign students, a different rate is charged for the various types of fees collected.

Note: Information regarding tuition and special fees may be secured from the Accounting Office prior to and during the enrolment period.

Mode of Payment

All graduate students pay upon enrollment a down payment which includes tuition and other fees. For the undergraduate students, students pay 50% of the RLE.

For students in the Integrated Laboratory School (ILS) and senior high school payment is made in full upon enrollment.

(will apply only to other fees not included in the mandated 13 fees of the Free Higher Education Act. RLE, etc.)

All undergraduate and graduate students pay upon enrolment a down payment which includes fifty percent (50%) of tuition, laboratory and RLE, and 100% of miscellaneous fees. The balance shall be paid before mid-term exams. The Accounting Office issues a mid-term exam permit for this purpose.

For students in the Integrated Laboratory School (ILS), payment is made in full upon enrolment.

REFUND OF FEES

(Article 132 of the July 2013 University Code)

Students who are granted honorable dismissal or leave of absence, or who voluntarily withdraw from the University shall be entitled to a refund of their tuition and other fees only in accordance with the following schedule:

- > Within one week from the opening of semester classes
(or 2 days from the opening of summer classes) 75%
- > Within the second up to the fourth week from the
opening of classes 50%
- > After the fourth week No refund

In case of students who withdraw before the opening of classes all other fees not covered by the Free Higher education Act shall be reimbursed.

In case of student's death or physical incapacity during the semester, all fees shall be refunded upon request of the family.

In case of student's death or physical incapacity during then semester, all fees shall be refunded upon the request of the family.

Full refund of fees may be allowed only in case of forced dropping.

Any student who is drafted for military training in accordance with the National Defense Act/ NSTP -CWTS, maybe refunded the proportional part of the amount paid for his fees for the term during which he is drafted.

CURRICULAR GUIDELINES

Classification of Students

(Article 129 of the July 2013 University Code)

A student shall be classified as follows:

Regular – A regular student is one who is registered for normal academic credits and carries the courses called for in a given semester by the curriculum for which she/ he is registered.

Irregular – An irregular student is one who is registered for formal credits but who does not carry the subjects for a full load called for in a given semester by the curriculum for which she/he is registered.

Special – A special student is one who is not earning formal academic credits for one's work.

Other classifications of students are as follows:

Freshman – A freshman is a student who is enrolled and is attending class in subjects of the first year of his/her curriculum or is earning 25% of the total number of units required in his/her entire four-year degree program, or 20% in the case of a five-year degree program.

Sophomore – A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or is finishing more than 25% but not more than 50% of the total number of units required by his/her entire four-year degree program, or more than 20% but not more than 40% of the total number of units required in the case of a five-year degree program.

Junior – A junior is a student who has completed the prescribed subjects of the first two years of his/her curriculum or is finishing more than 50% but not more than 75% of the total number of units required by his/her entire four-year degree program, or more than 40% but not more than 60% of the total number of units required in the case of a five-year degree program.

Senior – A senior is a student who has completed the prescribed subjects of the first, second, and third years of his/her curriculum or is finishing more than 75% of the total number of units required by his/her entire four-year degree program. In the case of a five-year degree program, one is classified as a pre-senior student if he has finished more than 60% but not more than 80% of the total number of units required by his/her five-year program.

In the case of five-year degree, one is classified as a senior student if she/he has completed the prescribed subjects of the first, second, third and fourth years of his/her curriculum or has finished more than 80% of the total number of units required by his/her curriculum.

ACADEMIC LOAD

(Article 130 of the July 2013 University Code)

One lecture unit is equivalent to eighteen (18) hours of instruction within a semester or summer term. One laboratory unit is equivalent to three (3) contact hours.

An undergraduate student shall carry the prescribed number of units in the program per semester/term. A graduating student, as a special case, may be permitted to carry more than the prescribed number of units on his/her last semester.

In the summer term, the normal load for undergraduate students is six (6) units of technical or laboratory subjects, or nine units of non – laboratory subjects. In exceptional cases, a graduating student may be allowed to carry nine (9) units of laboratory subjects and twelve (12) units of non-laboratory subjects.

Students who are scholastic delinquents are not allowed to have an overload.

Load of transfer students shall be limited only to those subjects without prerequisite.

Graduate students may carry a maximum of twelve (12) units academic load during the regular semester and 9 units during summer provided they are full time students.

ATTENDANCE

(Article 131 of the July 2013 University Code)

The rules on attendance laid down herewith shall be followed in all colleges/campuses. When absence of a student reaches 20% of the stipulated number of hours of recitation, lecture, laboratory or any other scheduled work in one course, she/he shall automatically be dropped from the course by the teacher. The teacher is required to report the case to the registrar through the Dean. If 60% or more of absences are unexcused, the student shall be given a grade of "5.0" otherwise, he/she shall be merely dropped without being given a grade.

Excuses for absences shall be obtained from the office of the Dean, Director of each school, or Unit Head concerned to be presented to the teacher concerned not later than the following session of the class after the date of the student's return to school. Excuses shall be for time missed only. All work covered by the class during absence shall be made up by the student to meet the teacher's required points or grades within a reasonable time.

The University Physician may issue certificate of illness. Medical certificates of other duly licensed physicians shall be honored.

Whenever the student has been absent from a class for three consecutive class meetings, a report thereof shall be sent immediately by the teacher concerned to the Office of the Dean of the College or School. The Dean of the College/School shall notify the Dean of the OSA to call the student and correspondingly notify the parents or guardian immediately.

Late enrolment shall be considered as time lost by absence.

Three tardy arrivals shall be equivalent to one-hour period absence. Tardy arrival is recorded when a student arrives in class after the teacher has called the roll. Absence is non-appearance of the student in class or class activity for the entire class period.

REQUEST FOR UNSCHEDULED SUBJECTS/ CLASSES ON SPECIAL ARRANGEMENT

(Article 134 of the July 2013 University Code)

Subjects unscheduled for a given term may be offered upon written request of at least fifteen (15) students, duly endorsed by the Dean and approved by the Director of Instruction and Quality Assurance.

Subjects may be scheduled by the Dean to be offered in a term when needed by at least five (5) graduating students provided that written request to the Director of Instruction and Quality Assurance is made at least two (2) weeks before the start of the registration.

Policies and Guidelines on Educational Tours and Field Trips

CHED Memorandum Order No. 63 , series of 2017

Stipulates all the needed requirements to be submitted by the students duly approved by the approving authority of the university. The CMO No. 63, s. 2017 supersedes CHED Memorandum Order n.17 s. 2012.

For academic-related tours and field trips, the documents required will go thru the office of DIQA; and for non-academic activities, the documents will pass thru the Office of Student Affairs.

Forms for non-academic tours and field trips are available at the Office of Student Affairs.

ARTICLE II STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEI's in promoting quality education or the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Joint Memorandum Circular No. 3, Series of 2019

STATEMENT OF POLICIES

- 1.1 The State shall protect, foster and promote the right of all citizens to affordable quality education at all levels and shall take appropriate steps to ensure that education shall be accessible to all. The State shall likewise ensure and protect academic freedom and shall promote its exercise and observance for the continuing intellectual growth, the advancing of learning and research, the development of responsible and effective leadership, the education of high-level and middle-level professionals, and the enrichment of our historical and cultural heritage. State supported institutions of higher learning shall gear their programs to national, regional or local development plans. Finally, all institutions of higher learning shall exemplify through their physical and natural surroundings the dignity and beauty of, as well as their pride in, the intellectual and scholarly life.
- 1.2 The constitution mandates that government shall promote the quality of life of the people. Towards this end, Section 4, Article 1733 of the Civil Code provides that common carriers, from the nature of their business and for reasons of public policy, are bound to observe extraordinary diligence in the vigilance over the goods and for the safety of passengers transported by them, according to all the circumstances of each case and Article 2180 which states that the obligation imposed by Article 2176 is demandable not only for one's own acts or omissions, but also for those of persons for whom one is responsible to wit:

“Xxx The owners and managers of an establishment or enterprise are likewise responsible for damages caused by their employees in the services of the branches in which the latter are employed or on the occasion of their functions...

Lastly, teachers or heads of establishments of arts and trades shall be liable for damages caused by their pupils and students or apprentices, so long as they remain in their custody.

The responsibility treated of in this article shall cease when the persons herein mentioned prove that they observed all the diligence of a good father of a family to prevent damage. (1903a)”

- 1.3 To ensure the well-being and safety of students at all levels and guarantee the quality of their learning and exposure, the Commission on Higher Education (CHED) in partnership with the Department of Tourism (DOT), Department of Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP) issues this Joint Memorandum Circular (JMC) for the conduct of all off-campus activities of HEIs.
- 1.4 It is the obligation of the HEIs to adopt mechanism for safety and welfare of all and observe due diligence in strict adherence therein and the requirements stipulated in this JMC and all existing issuances in conducting off-campus activities

PURPOSE

- 2.1 This Joint Memorandum Circular (JMC) is issued to ensure close coordination and collaboration among pertinent agencies in assuring safety and to prevent the risks of students and the academic community in the conduct of all off-campus activities of all Higher Education Institutions (HEIs).
- 2.2 This JMC shall also serve as a guide for HEIs to follow. The HEIs in turn shall be responsible in coordinating with the participating agencies for the compliance of the specific requirements in conducting of all Off-Campus Activities.

COVERAGE

This circular shall apply to all student off-campus activities conducted by all HEIs.

DEFINITION OF TERMS

4.1 Off-campus activities refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

4.2 Curricular activities are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

4.3 Non-Curricular activities refer to off-campus activities that are considered as non-curricular or non-program based activities

CHED Memorandum Order No. 63 Series of 2017

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1 provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV

ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V

STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

ARTICLE VI DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the state of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit

the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Execution Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct.

Section 21. If any of the service companies mentioned in the proceeding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning;
- 2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3rd Offense,

- ☐ disapproved the application for other school fees increase and introduction of new fees of HEI;
- ☐ administrative and criminal charges against it and/or its responsible officers under existing laws;
- ☐ imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

ARTICLE X REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable. All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012-2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.

PATRICIA B. LICUANAN, Ph.D.
Chairperson

SUBSTITUTION OF SUBJECTS

(Article 135 of the July 2013 University Code)

Every subject substitution must be based on at least one of the following:

- a. When a student is enrolled in a curriculum that has been superseded by a new one;
- b. When there is conflict of schedule between the two subjects;
- c. When the required subject is not offered.

Every petition for substitution:

- a. Must be between subjects that are very similar in content and with the same number of units; and
- b. Must be approved by the Dean/Director upon the recommendation of the adviser.

An approved petition for substitution in the summer term must be submitted to the Office of the Registrar within one week in the regular semester. The approved petition must be submitted within two weeks for consideration in the records of students. A petition submitted thereafter shall be considered for the following term.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.0" except when, in the opinion of the Dean concerned, the proposed substitute covers substantially the same subject matter as the required subject.

All application for substitution shall be acted upon by the Dean concerned within three (3) days from submission. In case the action of the Dean is adverse to the recommendation of the adviser, the student concerned shall be notified immediately, and he may appeal to the President through the Director of Instruction whose decision shall be final.

TRANSFER STUDENTS

(Article 136 of the July 2013 University Code)

Transfer students may be admitted to the University except for colleges that have special provisions for transferee. The following conditions should be met:

- a. Must present to the college/institute campus/school previous academic records duly signed by the registrar of the school he/she came from;
- b. Shall be on probation until official Transcript of Records from the school last attended is received;
- c. Must validate the equivalent course grades lower than "2.0" or "85" in order to receive credit for the courses;
- d. Those coming from institutions that are members of PASUC, ACAP, or from institutions accredited by PAASCU or other accrediting agencies are not required to meet the weighted average of "2.5", "80%", "B-" nor to validate previously earned units. The courses to be credited shall be determined by the Dean concerned;
- e. Shall complete in the University at least 50% of the units required for graduation in his/her courses;
- f. Must submit a certification of honorable dismissal and good moral character;
- g. Must fulfill requisites in Section 2 Article 141 of the University Code;
- h. Must be among those included to fill up quota set by the Director of Instruction.

The regular period for the holding of validating tests shall begin two weeks prior to the first day of registration for each term and shall end a week before the start of registration. There shall be no fee for validating tests taken during this period. Teachers who administer and score the tests during this period shall be entitled to service credits.

Validating tests may be held outside the period set in the preceding section with the consent of the Dean and upon payment of the prescribed fee. The teacher who prepares the test and scores the test shall be entitled to receive this fee.

A degree holder may be given credits for equivalent courses without validating them, but such credits must not exceed 50% of the total number of units required for graduation. The subjects to be credited shall be assessed by the Dean concerned, subject to approval by the Registrar.

Each college or unit may promulgate rules on admission and granting of credits to transfer students consistent with the general rules set by the Academic Council.

LEAVE OF ABSENCE (LOA)

(Article 143 of the July 2013 University Code)

Leave of absence from study must be sought with a written petition signed by the parent or guardian to the University Director of Admission and Records stating the reason for such request and specifying the period of the leave which must not exceed one academic year.

Withdrawal from the University without formal leave of absence shall be a ground for the curtailment of registration privileges.

National Service Training Program (NSTP)

All incoming students, male and female starting School Year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as a graduation requirement.

GRADING SYSTEM

(Article 139 of the July 2013 University Code)

The Grading System

There are two grading periods every semester – the midterm and finals. The student can access his/her final grades using his/her student account number.

Table of Equivalency in the Grading System of the University

(University Code 2013)

Grade Scale	Scale 2	Description	US Grade
1.00	98-100	Excellent	A+
1.25	95-97	Highly Outstanding	A
1.50	92-94	Outstanding	A-
1.75	89-91	Very Good	B+
2.00	86-88	Good	B
2.25	83-85	Very Satisfactory	B-
2.50	80-82	Satisfactory	C+
2.75	77-79	Fair	C
3.00	75-76	Passing	C-
5.00	Less than 75	Failure	F
		INC	Incomplete
		UW	Unauthorized
			Withdrawal
		D	Dropped

a. "Inc." – Indicates that the work is incomplete. It is given when a student whose class standing throughout the term is passing but fails to appear for the final examinations due to illness or any other valid reason. If the reason is deemed justifiable by the Dean or Director, the student may be given the examination. If the student passes the examination to remove the "Inc.", the final grade may be "3.0" or better; if he/she fails, the final grade

shall be "5.0". If the class standing is not passing and the student fails to take the final examinations for any reason, a grade of "5.0" shall be given. "Inc." is also given for work that is of passing quality, some part of which is a report/term paper or other requirement, but for good reasons, was not fulfilled. The final grade may be "3.0" or better if the student complies; otherwise, the grade shall be "5.0". The period for the removal of a grade of "Inc." should not extend beyond one calendar year from the date the mark was received. A grade of "Inc." not removed within the period provided in the preceding section shall automatically become "5.0". Unless there are evidences to the contrary, the Registrar is authorized to make the automatic conversion from "Inc." to "5.0".

b. IP – Is given to a student whose work (like thesis, research paper or dissertation) is in progress.

c. Dropped – Given to those who voluntarily dropped the course or are dropped by the teacher for excessive absences.

d. Audit – Given to those who are allowed by the Office of the Registrar, with the consent of the teacher, to sit in the class to supplement their knowledge about the subject matter.

Removal examinations taken outside the scheduled regular and validating examination periods will be subject to the approval of the Dean upon payment of the removal fee per subject and validating fee at the Cashier's Office.

Every faculty member of the University shall submit his report of grades not later than ten (10) working days after the last day of final examinations at the end of each term.

A teacher may be required to furnish grades of students in any course not more than twice per term.

Numerical grades shall not be changed after the grade sheets have been filed by the Office of the Registrar. In cases where an error has been committed, the teacher concerned may make proper correction upon authority of the Administrative Council on recommendation of the Dean concerned. If the request is granted, a copy of the authorization as

reflected in the resolution in the minutes of the meeting of the council shall be forwarded to the Office of the Registrar for recording and filing with the student's permanent record.

In cases where there is a need to review test papers and teacher's class records the Dean concerned shall form an ad hoc committee from within the unit to conduct the review and submit the recommendations to the Dean. However, the formal process of changing the numerical grades in the grade sheets shall follow the provisions in the preceding section.

SCHOLASTIC DELINQUENCY

(Article 141 of the July 2013 University Code)

The faculty of a college or unit shall approve suitable actions governing undergraduate delinquent students. These are the following:

- a. Warning – Any student who, at the end of the semester, obtains final grades below "3.0" in 25% to 48% of the total number of academic units she/he enrolled;
- b. Probation – Any student who, at the end of the semester, obtains final grades below "3.0" in 50% to 75% of the total academic units of the subjects he/she had enrolled.
- c. Dismissal – A student shall be dropped from the rolls of the college or encouraged to shift to other courses within the University, if he/she obtains final grades below "3.0" in more than 75% of the total academic units of the subjects enrolled.

Any student on probation, in accordance with the provisions of the preceding Section (b), who again fails in 50% or more of the total number of units in which she/he receives final grades, shall be dropped from the rolls of the college subject to the provisions of the preceding Section (c).

Any student who, at the end of semester, obtains final grades below "3.0" in 100% of the Academic Units in which he/she has enrolled shall be permanently barred from re-admission in the University.

Disqualification from enrolment cited in the above paragraph does not apply in cases where grades of "5.0" were due to student's unauthorized dropping after mid-semester and the student's poor class standing. A grade of "5.0" shall be counted against him/her.

A grade of "Inc." shall be included in the computation to evaluate scholastic standing: when it is replaced with a numerical grade, the latter shall be included in the grades during the semester when the removal is made.

Required courses wherein a student has failed shall take precedence over other courses to be enrolled in the succeeding term.

Case of conflict between the action of the Dean and the recommendation of the Dean of the Student Affairs on re-admission of a student shall be evaluated by the Director of Instruction whose decision may be appealed with the President of the University, who shall be the final arbiter.

GRADUATION

Graduation Requirements

Article 145 of the July 2013 University Code

A student shall be recommended for graduation only after he/she has satisfied all academic and other requirements for graduation prescribed in his/her curriculum. He/she shall accomplish an application form for graduation and submit the same to the office of the University Registrar two weeks after enrolment for his/her last semester in the University.

The University Secretary, in consultation with the Registrar and the Deans concerned, shall inquire into the academic record of each candidate to ascertain whether or not he/she has fulfilled all the requirements for graduation; provided that, should any question regarding a candidate be raised by the Academic Council, his/her name should not be deleted from the list of candidates for graduation for the semester at least two (2) months before the end of the semester. This list of candidates for graduation must be deliberated upon and endorsed by the Academic Council to the BOR at least one (1) month before the date of graduation. He/she shall post on the bulletin board of each college or unit a complete list of the candidates for graduation for the semester at least two (2) months before the end of the semester.

All candidates for graduation shall have their deficiencies settled and their records cleared not later than one (1) month before the end of their last semester in the University. No student shall be allowed to graduate from the University unless he/she has completed at least one (1) year of residence. No student who fails to pay the required graduation fees within the specific period set by the University shall be conferred any title or degree. Any student in such a case may, however, upon his/her request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements towards any title or degree.

GRADUATION WITH HONORS

(Article 146 of the July 2013 University Code)

Students who completed their courses with the following weighed averages, computed on the basis of credits, shall be graduated with honors to be inscribed on their diplomas:

Summa Cum Laude.	1.00 to 1.24
Magna Cum Laude	1.25 to 1.49
Cum Laude	1.50 to 1.75

Computation of the average grade shall be carried to the 3rd decimal place and rounded up to the 2nd decimal place; provided, that there is no grade of "2.75" or below in any subject prescribed in the curriculum except NSTP, whether taken in or outside the University; provided further, that in case of students graduating with honors in curricula wherein the prescribed length is less than four (4) years, the English equivalent-namely: " With Honors", "With High Honors" and "With Highest Honors" shall be used instead.

Students who are candidates for graduation with honors should have completed at least 75% of the total academic units in the university and must be in residence for at least three years.

In the computation of the final average of students who are candidates for graduation with honors, only credits earned while in residence shall be considered; provided, however, that they have no grade lower than "2.5" in all their subjects prescribed and accredited in the curriculum.

Students who are candidates for graduation with honors should take a load of at least fifteen units per semester/or as prescribed in the curriculum.

GRADUATE SCHOOL POLICY

ADMISSION REQUIREMENTS

Entrance Credentials

All credentials will be submitted to the respective college/school and will be forwarded to the Registrar's Office.

MAXIMUM RESIDENCY RULE (MRR)

For the Master's Program

Candidacy to the degree must be attained within three (3) academic years from date of admission and all requirements must be completed within five (5) academic years.

If a student cannot comply with the MMR (extends beyond five years), s/he allowed a maximum of two (2) year extension but is required to enroll in a graded refresher course related to the area of specialization.

Thesis/Capstone Paper writing must be finished within two (2) years from the time of the concept paper/proposal defense. For thesis, the student is given one (1) year from concept defense to submit and defend a proposal. If the concept paper is still applicable in the present times, the same concept paper is allowed to be presented for re-defense. Otherwise, the student is required to change his/her research problem and go through the process of concept paper defense over again.

To accord flexibility, concept defense may be required by the program as stipulated in the college/campus graduate school guidelines/ Standard Operating Instruction (SOI).

A master's program must be finished within a maximum of seven (7) academic years including Leave of Absence (LOA). A student who cannot finish within seven (7) years is required to re-enroll all the courses taken and comply with requirements to earn new credits.

For the Doctoral Program

Candidacy to the degree must be attained within five (5) academic years from date of admission and all requirements including Dissertation must be completed within seven (7) academic years. If a student cannot comply with the MRR (extends beyond 7 years), s/he is allowed a maximum of two (2) years extension but is required to enroll in a graded refresher course related to the specialization.

Dissertation writing must be finished within three (3) years from the time of the concept paper defense. The student is given one (1) year from concept defense to submit and defend a proposal. If the concept paper is still applicable in the present times, the same concept paper is allowed to be presented for re-defense. Otherwise, the student is required to change the research problem and go through the process of title/concept paper defense over again.

A doctoral program must be finished within a maximum of nine (9) academic years including Leave of Absence (LOA). A student who cannot finish within nine (9) years is required to re-enroll all the courses taken and earn credit units.

Any Graduate School student (Masters or Doctoral) who has been issued an Honorable Dismissal from WVSU and who enrolls in the same course program or level in another school may be accepted again at WVSU if the transfer to another school may be accepted again at WVSU if the transfer to another school here or abroad was made for the following reasons: to avail of a scholarship grant, sickness and health reasons, termination of scholarship, transfer of residence, or any other valid reason as evaluated by the College. The College will determine whether the student can continue the degree program previously enrolled in or not.

ADVANCEMENT TO CANDIDACY

A graduate student who passed the comprehensive exam is considered for candidacy. Passing the comprehensive exam for Master's or Doctoral Level qualifies the student to proceed to capstone project/thesis/dissertation writing/defense.

GRADUATION REQUIREMENTS

Master's Degree (Academic Track)

- Completed Academic Requirements
- Passed the Written Comprehensive Examination
- Passed the Final Defense for the Thesis
- At least 1 publication in refereed journal or juried creative work (while enrolled in the program/ before defense or after final defense)
- Certification that the edited thesis is ready for binding

Master's Degree (Professional Track)

- Completed Academic Requirements
- Completed Capstone Project
- Passed the presentation of the capstone project to panel/ committee of Experts
- Passed the Written Comprehensive Examination

Doctoral Degree (Academic Track)

- Completed Academic Requirements
- Passed the Written Comprehensive Examination
- Passed the Publicly – defended dissertation
- Publication in an internationally/ nationally indexed journal or juried creative work outlet (while enrolled in the program/ before defense or after final defense)
- Certification that the edited dissertation is ready for binding

A graduate student who has published a paper or passed the public presentation and evaluation of juried-creative work (for some programs requiring juried creative work) and passed the capstone paper/thesis/dissertation within the prescribed schedule set by the University is a candidate for graduation in that semester; hence the student may apply for graduation only upon the recommendation of the capstone project/ thesis/ dissertation adviser and the dean. The student will enroll in Residency and apply for graduation the next semester if the bound copies cannot be submitted within the prescribed period. Application form for graduation may be obtained from the Registrar's Office.

STUDY LOAD

A full-time student (on-study leave, not employed/ no other work aside from being a student) shall be allowed a maximum of twelve (12) units of study load during the semester and nine (9) units during summer. However, s/he may be allowed to carry fifteen (15) units on a regular semester upon recommendation of the program adviser and approval by the Dean/Campus Director of the Graduate School.

LEAVE OF ABSENCE AND RE-ENTRY

A student who will not enroll in the current semester must file a leave of absence (LOA) (To revise LOA Form to capture the reasons for applying for LOA). Likewise, a re-entry form must be submitted to the Dean's Office upon re-enrollment.

CHANGING, DROPPING, AND ADDING OF SUBJECTS

Changing/ Adding of subjects should be made within the first three (3) class days during the semester or within five (5) class days during summer or on the schedule given by the university for such purpose. Dropping of subject should be made before the midterm exam. Failure to do so will earn a grade of "5.0."

ATTENDANCE (West Visayas State University Code-BOR Resolution No. 31- 2013)

The rules on attendance laid down herewith shall be followed in all colleges/ campuses. When absence of a student reaches 20% of the

stipulated number of hours of recitation, lecture, laboratory, or any other scheduled work in one course, he/she shall automatically be dropped from the course by the teacher. The teacher is required to report the case to the registrar through the Dean. If 60% or more of absences are unexcused, the student shall be given a grade of "5.0" otherwise, he/she shall be merely dropped without grade.

CROSS ENROLLMENT

Students from other institutions can cross enroll upon the recommendation of their respective deans.

A student from the WVSU Graduate School may cross enroll in another reputable/ CHED recognized institution upon the advice of the program adviser and only after securing the written permission of the Dean and the Registrar.

A student who intends to cross enroll to another college/ unit within the University system must secure written permission from the Dean/Campus Director of the Graduate School where s/he is currently enrolled and must obtain approval from the Dean/ Campus Director of the Graduate School of the College/ Unit for cross enrollment.

Cross enrollment will be allowed if the course is not offered in the University/ College/ Campus and this is the last subject of the student to complete the academic requirements.

GRADES

For academic courses, grades are given as follows:

1.0	Superior	A+
1.25	Exceptionally Good	A
1.5	Very Good	A-
1.75	Good	B+
2.0	Fair	B
Below 2.0	No Credit	F

"Incomplete" is given to a student whose class standing throughout the term is passing but who fails to take the final examination and/or submit the requirements for the course. "Incomplete" automatically becomes "5.0" when not completed within one year.

A graduate student has to get a rating of "2.0" or better in all subjects before s/he could take the comprehensive examinations.

Thesis/ dissertation rating is consolidated rating given by the research committee and the research adviser – 50% given by the research committee and another 50% given by the research adviser. Grades shall be released upon submission of bound and electronic copies of thesis/ dissertation.

NON-ACADEMIC AWARDS

(For Main Campus only)

1. The Rotary Award (Approved BOR Resolution No. 159-2009). The Rotary Club, being a service-oriented organization, whose main objective is to help uplift lives of people, awards a medal and certificate to a college graduating student in the university who excels in academics and balances it with community involvement. The student should also be an outstanding leader with unquestionable moral character.

GUIDELINES

1. The award is open to all graduating students in the university.
2. On a date specified by OSA, the nominee should submit a duly accomplished nomination form, with the following original documents to support his/her claims.
 - a. Transcript of record - no grade lower than 2.25 and a GPA of 1.75 or better must be submitted.
 - b. Certificates of Good Moral Character from his/her college dean, church priest or pastor and barangay captain where he/she resides must be secured.

- c. Certificates, awards, news clippings, and pictures to show as proofs of leadership, award/s received and community involvement are required.
3. The award is awarded every University Recognition Program.

CRITERIA:

Scholarship	30%
Moral Character	10%
Leadership	15%
Awards	15%
Community Involvement	30%
TOTAL	100%

2. Alegre Abelardo-Ledesma Award for Excellence in Culture and the Arts (Approved BOR Resolution No. 157-2009). The WVSU Alegre Abelardo-Ledesma Award for Excellence in Culture and the Arts is given to a senior student who has shown outstanding performance in culture and the arts.

GUIDELINES:

1. The award is open to-all senior students with no grade lower than 2.5 and has a general average of 2.25 or better.
2. The nominee must be an officer/member of a school club/organization related to Culture and the Arts.
3. The nominee must have participated in activities related to Culture and the Arts like Literary, Musical, Visual Arts, Dance, Film, and Drama.
4. The nominee must have won awards in contests related to Culture and the Arts.
5. The nominee must have participated in community extension work.
6. The nominee must possess an exemplary moral character.
7. The nominee must have shown leadership in activities inside and outside of the school.

CRITERIA:

Scholarship	15%
Moral Character	10%
Leadership	15%
Talents	30%
Awards won in Culture and Arts	30%
TOTAL	100%

3. The Esteban Javellana Award for Excellence in the Field of Creative Writing (Approved BOR Resolution No. 158-2009).

GENERAL OBJECTIVE:

To recognize and reward the exemplary creative writing talents of a student and/or involvement in school publication

GUIDELINES:

1. The Esteban Javellana Award for Excellence in Creative Writing is given to any qualified senior student who excels in creative writing such as writing poems, short stories, feature articles, plays, film scripts, and essays published in magazines/newspapers of respectable character inside and outside the university.
2. The nominee must have won a regional and/or a national competition/award in creative writing.
3. The nominee must have a grade point average of 2.5 or higher and no grade lower than 2.75.
4. The nominee must not have been subjected to any disciplinary sanction during his/her stay in the university.
5. The nominee must submit the duly accomplished application form for the award together with pertinent documents required like medals, trophies, certificates, pictures, and clippings of published literary articles.

CRITERIA:

Scholarship	20%
Moral Character	10%
Leadership Seminars related to Writing	20%
Creative Writing	50%
TOTAL	100%

4. WVSU Student Leadership Award (Approved BOR Resolution No. 156-2009). The prestigious Student Leadership Award is given to the Senior USC or CSC chairperson who has shown exemplary leadership during his/her incumbency. This is given in view of the following:

1. To inspire student leaders to develop their full potential during their stay in the University;
2. To motivate student leaders to serve as role models and icons of good behavior and human relations; and
3. To encourage student leaders to come up with worthwhile programs and projects as productive members of the society.

GUIDELINES:

1. The Award is open to chairpersons of the University Student Council and the College Student Councils in their senior year in the University.
2. The nominee must have never been issued a warning or disciplinary action by school authorities.
3. The nominee must have shown exemplary leadership.
4. The nominee must have integrity beyond reproach.
5. The nominee must submit the duly accomplished application form to the OSA along with acknowledged original documents which are certificates, newspaper clippings, and pictures.

6. The nominee must have initiated a useful project for the students of the University or College from the USC or CSC funds, respectively.
7. The nominee must have involved himself voluntarily in any worthwhile project in the community.
8. The nominee must have a GPA of 1.75 or better, with no grade lower than 2.25.
9. The applicant must be rated OUTSTANDING by council adviser, administrative staff and faculty he/she transacts business with, and by the University and College Council Officers, and randomly selected students of the Colleges (at least 80% of raters).
10. The award is given every University Recognition Program.

CRITERIA:

Leadership	50%
Scholarship	20%
Character/Behavior/Human Relations	20%
Community Involvement	10%
TOTAL	100%

5. President's Trophy for Leadership. Awarded to a senior student who has been awarded as one of the Ten Outstanding Students of the Philippines (TOSP) national competition.

6. Nimia S.L. Lopez Award for Outstanding Community Service (Approved BOR Resolution No. 118-2009).

AIMS:

1. To encourage WVSU accredited Student Organizations and College Student Councils to sponsor community projects every academic year.
2. To provide some focus on worthwhile activities centering on concern for others.

3. To provide direction, incentives, and recognition to Student Councils and accredited Student Organizations at WVSU.

GUIDELINES:

1. The participants shall submit to OSA a project proposal at the beginning of the school year.
2. The participants shall submit documents to prove accomplishments claimed. Ex. Certificates, pictures, video, testimonies, newspaper clippings, etc.
3. A College Student Council may get the cooperation of the Organizations in its college to collaborate with the Student Council in the execution of its plans. In this case, the organization can no longer join as a separate organization.
4. The community project must not be a requirement of a subject because this award is based on volunteerism.
5. The award shall be a perpetual TROPHY that shall be passed on to the winner every year and a CASH prize of TWENTY THOUSAND PESOS (P20,000) to be awarded during the University Recognition Program.
6. The decision of the Board of Judges shall be final.

CRITERIA:

1. UNITY and COOPERATION = 10%
 - ☐ All members, officers, and adviser/s of the organization or student council shall work together and cooperate in the conduct of the activities.
 - ☐ Quality of members' involvement.
2. THE RESULT of the COMMUNITY PROJECT
in the COMMUNITY = 50%

Goals and Objectives are accomplished10%

- ☐ Positive Results of the project in the community.....10%
- ☐ Difficulties and Problems encountered totally or partially resolved.....10%

- ☐ The Community Project targets a holistic development of the community.....10%
- ☐ Leadership and Stewardship Development of the members and officers of the organization/student council.....10%

- 3. The LINKAGES and SUPPORT from GOVERNMENT and NON-GOVERNMENT AGENCIES = 30%

- ☐ Number of government agencies involved
Nature of Involvement may be in the form of financial and technical support.....15%
- ☐ Number of non-government agencies involved Nature of Involvement may be in the form of financial and technical support.....15%

- 4. OBJECTIVES and GOALS in KEEPING with WVSU Vision, Mission and Objectives = 10%

7. WVSU Alumni Distinction for Campus Hero (Approved BOR Resolution No. 210-2009).

CRITERIA:

The WVSU Alumni Distinction for Campus Hero of the year will be chosen on the strength of his/her having excelled in the following criteria:

Personal Efforts for the Welfare of Man	30%
Community Involvement	20%
Student Leadership	20%
Co-Curricular Achievements	10%
Academic Performance	10%
Moral Character	10%
Total	100%

8. President’s Recognition of National/International Awardees
Awarded to students who are recipients of national and international awards such as Bayer, Ayala, Jenesys, National PASUC, etc.

9. **Athlete of the Year** (Medal) (Approved BOR Resolution No. 161-2009). Given to a Senior Student who has excelled in various sports and has won local, regional, and national awards.
10. **Service Award.** Awarded to USC officers, College/High School Student Council Chairs, University Publication, Corps Commander of the Students Military Training, University Choir, University Dance Troupe, Rondalla Ensemble, University Little Theater and University Varsity Athletes. Service Awardees are those who do not have grades lower than 2.75 during their term; who do not have any incomplete grade; who have liquidated all their financial obligations; who carry a regular load; who have not been involved in any immoral conduct; who have served the university at least 5 times per semester; and who have been recommended by their advisers.
11. **University Journalism Award.** Awarded to the departmental paper which has been judged "Best Regional Departmental Paper" for three (3) consecutive years.
12. **Outstanding University Student Organization.** Awarded to an accredited University student organization by the University Student Council. It must be outstanding in the campus and in community projects and involvement. These projects should be in line with the objectives of the organization and the University.
13. **Loyalty Award.** Awarded to the graduating students who have been enrolled in the University from kindergarten to the last year in college, as determined by the University Registrar.
14. **Outstanding Student Assistants Award** (Approved BOR Resolution No. 160-2009). The Outstanding Student Assistants Award whose main objective is to live by the motto "Labor is Honor" aims to inspire the students to excel in academics, leadership, extra curricular and interpersonal skills while working as a student assistant in the university.

GUIDELINES:

1. The award is open to all graduating student assistants in the university.
2. On the date specified by OSA, the applicant shall submit a duly accomplished form, with the following original documents to support his/her claim:
 - a. Transcript of record - no grade lower than 2.50 and a GPA of 2.25 or better for the duration of his assistantship
 - b. Accomplished Student Assistants Award Form. (A, B, C); and
 - c. Certificates, awards, news clippings, and pictures to show as proofs of leadership, award/s received and personal skills.
3. The raters include the Direct Supervisor, Association of Student Assistant Advisers, Faculty and Student Clients in the assigned unit, and teacher adviser.
4. The award is presented every University RECOGNITION PROGRAM to 3 Most Outstanding Student Assistants.

CRITERIA:

Scholarship	20%
Leadership	20%
Personality Traits and Social Acceptance	30%
Work Competence	30%
TOTAL	100%

15. All other awards approved by the Board of Regents

COMMENCEMENT AND BACCALAUREATE EXERCISES

(Article 147 of the July 2013 University Code)

The University Secretary shall be in charge of the arrangements for the commencement and baccalaureate exercises. He/She may call upon the different units and offices for assistance in carrying out the plans.

The commencement and baccalaureate exercises for all graduating students of the University who are to receive titles in the tertiary level and higher shall be held on the same day and on the date fixed for graduation on the academic calendar.

All graduating students shall attend the commencement and baccalaureate exercises as scheduled unless the University Secretary recommends the graduation of a student in absentia on grounds of sickness or other equally serious reasons which must be supported by strong evidence; provided, that the student has met all the requirements for graduation including payments of all necessary fees.

Graduating students who absent themselves from the commencement and baccalaureate exercises without being excused, as provided for in the preceding section, shall not be awarded of their diplomas or certificates until such time as they attended regular commencement and baccalaureate exercises; provided, however, transcript of record may be issued when this is legally required for the taking of any examination to be given by any legal body or agency or for employment before the next commencement and baccalaureate exercises.

The scholarship enjoyed by graduating students shall be indicated in the commencement program.

The diploma or certificate shall bear only one date which shall be the date of the commencement exercises.

ACADEMIC COSTUMES

(Article 148 of the July 2013 University Code)

Candidates for graduation with degrees, titles or certificates, as well as members of the academic staff of the University and key University officials, shall be required to wear academic costumes during the baccalaureate services and commencement exercises in accordance with the rules and regulations of the University.

UNIVERSITY SUPPORT SERVICES

1. UNIVERSITY LEARNING RESOURCE CENTER (ULRC) (BOR Resolution 111, s.2006)

Library Users

Anyone who is interested to read books and search for information through the library is welcome to use it.

A. *Regular users*

All bonafide students, staff, and faculty members of WVSU

B. *Alumni*

Graduates of WVSU could still avail of the library resources but for room use only.

C. *Extended users*

All bonafide students, staff, and faculty of branch and satellite libraries can avail of the library resources but for room use only.

D. *Visitors*

Those who do not have any relation whatsoever to WVSU. They can come to use the University Library bringing with them Letter of Introduction from the librarian or head of office where they are enrolled/employed, but are not allowed to checkout materials.

Hours of Service

Monday – Friday (No Noon Break)

Undergraduate Library

7:30 a.m.– 6:00 p.m. – Readers' Services Section

7:30 a.m.– 5:00 p.m. – Reference/Periodical Section

7:30 a.m.– 5:00 p.m. – Filipiniana Section

8:00 a.m.– 6:00 p.m. – Graduate School Library

Saturdays (No Noon Break)

Graduate School and Undergraduate Libraries- 8:00 a.m. – 5:00 p.m.

Library Rules and Regulations General Policies

1. Students should present a validated University Identification Card (I.D.) every time they enter the different sections of the library and a Borrower's Card if they will borrow books.
2. A Borrower's Card is issued to students upon presentation of their Enrollment official receipt (OR) and two (2) pieces of identical 1x1 ID picture.
3. Lost Borrower's Card can be replaced upon submission of a duly notarized Affidavit of Loss, official receipt of payment of P50.00 from the cashier's desk and a 1x1 ID picture
4. WVSU graduate and undergraduate students may borrow a maximum of four (4) books of different titles at a time (one from reserve collection and three from general circulation).
5. Books from the circulation section can be loaned out for 3 days and may be renewed more than once if there are no prior requests for them. Books in great demand maybe recalled at any time or limited to shorter circulation period.
6. Reserve books can be loaned out for overnight from 3:00 p.m. onwards.

7. Reference books, periodicals, dissertations, thesis and other researchworks are for room use only.
8. Students may borrow cartographic and non-print materials for classroom use only and shall be returned within the day. Failure to return means a fine similar to overdue fee for reserve collections.

Non-print material (such as CD) to be used must be previewed to determine its potential use and to prevent probable damage to hardware when viewing.

9. Books can no longer be taken out for overnight use one (1) week before and during final examinations.
10. A fine of Php 5.00/day for general circulation and Php 5.00/hour for Reserve is charged for failure to return the book/s on time.

Note: The fine is charged when the ULRC is open for service. For fines amounting Php99 and below, payment is made at the Charging Desk. Fines amounting Php100 and above must be paid at the Cashiers Office upon issuance of Order of Payment.

11. Lost or damaged book must be reported immediately to the Circulation section. It must be paid according to the value determined by the Technical Librarian plus the processing fee which is 10% of the cost or maybe replaced with the same title with the latest edition.

Note: Fines maybe stopped at the request of the student after he/she reports the lost book.

12. Requests for renewal must be done personally by faculty, staff and student together with the physical presentation of the book/s. No book/s, no renewal may be made.
13. Photocopying of some portions of the book is allowed for one (1) hour only. In excess of one hour, a borrower will be charged an overdue fee similar to reserve collections. Photocopying of theses, dissertations and action researches is strictly prohibited.

Note: Students should fill up a photocopying form issued at the charging desk.

14. Students are allowed to use personal laptops inside the library for encoding of notes only but not for copying from theses and dissertations.
15. Students are required to wear their official school uniform when entering the library during regular semesters except on Fridays. The library shall exempt students who belong to colleges that hold activities.

Note: Students wearing P.E. uniforms, sandals, sleeveless, shorts and rubber slippers are not allowed in the University Library.

16. Bags, briefcases, umbrellas, bulky folders and envelopes should be deposited at the control desk. Such items can be claimed upon presentation of the control number previously issued by the staff in charge.

Note: Lost control number should be paid by the concerned student in the amount of P20.00.

17. Out of respect for others, students must observe silence and refrain from any unbecoming behavior in the Library. Cellphones must be in silent mode. Smoking, eating, drinking (except bottled water), littering and loitering are not permitted.

Borrowing Rights and Responsibilities

- < WVSU graduate students and undergraduate students may borrow a maximum of two (2) books at a time (one from the reserved Collection and one book from the general Circulation).
- < Books from the Circulation Section can be loaned out for 3 days and may be renewed more than once until the third time at most if there are no prior requests for them.
- < Reserved books in the Graduate School Library are for room use only.

- < Reference books, periodicals, theses, and materials in the Special Collections of the Filipiniana Section are restricted for room use.
- < All materials borrowed must be returned on the date/time due.
- < Requests for renewal must be performed personally together with the physical presentation of the borrowed books. Without the book/books, no renewal may be made.
- < A borrower may reserve a book by filling up a reservation slip issued by the librarian in-charge in the Reserved Section.

Borrowing Schedules

Circulation/Filipiniana Sections:

Room Use:	8:00 A.M.	— 11:30 A.M.
	1:00 P.M.	— 5:00 P.M.
Photocopying:	8:00 A.M.	— 11:00 A.M.
	1:00 P.M.	— 4:00 P.M.
Overnight Loan:	9:00 A.M.	— 4:30 P.M.

Reserved Section:

Reservation Slip

Application & Submission:	8:00 A.M.	— 2:00 P.M.
Room Use & Photocopying:	8:00 A.M.	— 11:30 A.M.
	1:00 P.M.	— 2:30 P.M.
Overnight Loan:	3:00 P.M.	— 4:30 P.M.

Fines

- Materials returned late are subject to overdue fines:
 - General Circulation Books - P 5.00/day
 - Reserved Books - P 5.00/hour
- The fine is charged when the ULRC is open for service.
- Borrowers with overdue books or with standing obligation to the library will not be allowed to borrow unless all library accounts are settled.

Lost Books

- A lost book must be reported immediately to the concerned section where the book was charged out.
- A lost book must be paid for according to the value determined by the library plus the processing fee which is equivalent to 10% of the cost.
- May be replaced with the same title.

Photocopying

- Photocopying of articles and excerpts from books is allowed for personal use in the following sections: General Circulation, Reserved, Reference, and some collections in the Graduate School Library.
- Photocopying of theses, dissertations and Dissertation Abstract International is strictly prohibited.
- Photocopying should be done in the Library only. The following rates apply:

Short size	—P1.00/page
Long Size	—P1.50/page

Security Control

Bags, briefcases, attaché cases, umbrellas, large envelopes, folders and personal books should be deposited at the control desk. Such items can be claimed upon presentation of the control number previously issued by the staff-in-charge. Lost control number should be paid by the concerned student/client in the amount of P20.00.

Library Property

Books to be borrowed must be properly charged out. A user caught bringing out books without permission will be suspended for one week of his/her privileges in the library.

Conduct in the Library

Library patrons are requested to conduct themselves in a manner that will not disturb the peace and order of the Library. Readers are reminded that the library is primarily for serious study and research. Smoking, eating, drinking, littering, and loitering are not permitted. Loud conversations are prohibited.

(Addendum as approved by the Administrative Council, dated October 15, 2000).

Multimedia and Other Technical Facilities at the University Library

1. The University Library observes the fees for use of computers based on the prescribed rates of the WVSU Computer Management Systems
2. Use of Multimedia and other Technological Facilities:
 - a. Multimedia Study/Research (Use of the CD-ROM) - P20/hr
 - b. Downloading & printing of Multimedia information prescribed fees of the Computer Management System is observed.
 - c. Scanner use: Php 20.00 per document.

However, for picture scanning & printing, the following rates apply:

Full paged picture: short size bond paper	- Php 30.00
Long sized bond paper	- Php 50.00
Half paged picture: short size bond paper	- Php 25.00
Long sized bond paper	- Php 30.00

- d. CD writer: (CD transfer) Php 50.00/hr. or fraction of an hour.
(Note: If in the course of CD data transfer the CD gets damaged, the University Library will not be held responsible for the damage).
- e. Internet use is made available at P10.00 per hour. Printing is at P1.00/page (long & short).

2. MEDICAL-DENTAL SERVICES

- I. The University Infirmary provides students with the following services:
 - A. Physical Examination for
 1. new students
 2. participants in sports and literary-musical competitions

- B. Medical Consultation
- C. Dental Examination for new students
- D. Dental Consultation, Tooth Extraction, and Tooth Filling
- E. First Aid Treatment

II. The University Medical-Dental Clinic provides at WVSU Medical Center students may avail of the following:

- A. 50% discount on Hospital Room Accommodation
- B. 20% on all laboratory, x-ray and other examinations
- C. service rate on all OPD diagnostic procedures

- > A special student rate shall be offered to incoming students. The package shall consist of Chest PA, CBC, Urinalysis & Fecalalysis.
- > A WVSU student who is also a dependent of an employee of WVSU or WVSUMC can avail of the hospitalization benefit of being a student or dependent which ever benefit is higher.

3. THE CENTRAL LABORATORY

Goals:

The Central Science Laboratory (CSL) of the West Visayas State University aims to provide students, faculty, and researchers with efficient and effective support in their laboratory needs in order to attain the vision and mission of the university.

Objectives:

1. To serve students, faculty and researchers with efficient, effective and updated equipment, apparatus, and facilities for scientific inquiries
2. Properly fill out WVSU-CSL-SOI-03-FO1, duly signed by the authorized borrower and approved by the laboratory instructor in DUPLICATE copies
3. To provide technical support through the installation of experimental devices and equipment, and preparation of chemical reagents, and other services to those who are engaged in scientific research and experimentation.

Scope of Operation:

Provide laboratory materials, facilities, and technical services to

1. Instruction:

All students of WVSU main campus enrolled in subjects with science laboratory component.

2. Research:

All researchers doing experimental research and paying laboratory fees, such as the students and faculty of the main and external campuses, and other professionals or students of other schools and agencies, referred by the research adviser or office head to the CSL.

Extension:

Extend technical assistance/expertise in the conduct of the following:
Science Trainings and Seminars (with lab fee).

Laboratory Equipment maintenance to WVSU external campuses and other partner Schools (with lab fee)

RULES ON BORROWING LABORATORY EQUIPMENT

1. Request for equipment should be made at least a day before the experiment/activity has to be performed/conducted.
2. Properly fill out requisition CSL-SOI-01-FO2 and CSL-SOI-01-FO3, duly signed by the authorized borrowers and approved by the laboratory Instructor in DUPLICATE copies.
3. Inspect the condition of the equipment issued and indicate if there is any defect.
4. Clean and fix parts of equipment properly before returning.
5. Return borrowed equipment immediately after use in order not to deprive others of its use.
6. Only faculty staff and students with valid Central Science Laboratory Borrowers Card or University Identification Card will be allowed to borrow equipment.
7. All equipment released will be used only inside the university premises.

RULES AND REGULATIONS FOR BORROWING APPARATUS

1. Request for chemicals must be done at least a day before its scheduled time. Properly CSL-SOI-O1-FO4, duly signed by the authorized borrower and approved by the laboratory Instructor
2. Properly fill out requisition form 1-B1 and 1-B2, duly signed by the authorized borrowers and approved by the laboratory Instructor in DUPLICATE copies.
3. Only apparatus listed in the borrowers' receipt shall be issued out.
4. Inspect the condition of the apparatus issued and indicate any defects.
5. Due to the limited number of the apparatus, transaction for the borrowing and returning of the apparatus should be done one at a time as scheduled for the purpose.
6. Apparatus temporarily issued should be returned to the stockroom (15) minutes before the end of the Laboratory period.
7. Check with the laboratory personnel for any problem in receipt.
8. Glass wares and apparatus must be properly washed, cleaned, and dried before returning.
9. Only students with valid Central Science Laboratory Borrowers Card or University Identification Card will be allowed to borrow glassware and apparatus.
10. All apparatus and glassware released will be used only inside the university premises.

NOTE: No additional listings in the request form shall be entertained.

RULES AND REGULATIONS FOR REQUESTING CHEMICALS

1. Request for chemicals must be done at least a day before its scheduled time. Properly fill out reservation form 1-C, duly signed by the authorized borrower and approved by the laboratory Instructor
2. Provide properly labeled, clean, and dry bottles in a tray.
3. Chemicals requested will not be released unless the instructor and the student have signed on the logbook.
4. Request for the chemicals must be done by class and must be released to the assigned student or instructor only.
6. Hazardous chemicals will be released to the faculty only.
7. Immediate request for chemicals will not be served.
8. All chemicals released by the CSL will be used only in any of the laboratory rooms within the university.

4. INTEGRATED UNIVERSITY INFORMATION SYSTEM (IUIS)

The West Visayas State University Integrated University Information System (WVSU-IUIS) is a complete web-based automation system for the management of academic records, tuition payments, schedule of classes and other relevant services.

URL: www.iuis.wvsu.edu.ph

IUIS Students Module

- a. The IUIS Students Module is an online application where students of WVSU can access their course load, class schedules, payment information, and grades.
- b. Includes an internal messaging service that provides an efficient means to communicate with other students, faculty, members, and staff of the university.

- c. The academic calendar tab provides reminders of upcoming events of the university based on the official university academic calendar.

Services

- a. Messaging – a communication tool to collaborate with other students, faculty, and staff
- b. Personal Data Form – Student profile data required by the Office of the Registrar is collected in this form.
- c. Grades Inquiry – Students can access their grades online as soon as these are submitted by the teachers.
- d. Academic Calendar – Allows students to view upcoming events in the University.
- e. Payment Information – Allows students to view payment history and assessment of fees for the current semester
- f. Schedules – Allows student's to view graphical and tabular forms of the schedules of classes

Coverage

Assessment - Assessment of payment is done BEFORE enrollment. The faculty adviser evaluates the student's academic standing and approves the academic load for the current semester. The student must print the fee assessment form before proceeding to the cashier for payment.

Payment

Payment of students are recorded in the IUIS and this can be viewed using the account tab in the Student Module.

Clearance

The university is using the deficiency tagging system where students with remaining obligations to various offices are marked.

Students with deficiencies will not be able to:

- a. View their grades in the students module;
- b. Enroll in the succeeding semester; and
- c. Request for transcript of record.

Transcript

Transcript of Record can be viewed using the student module but the official document must be requested at the office of the Registrar after payment of the fee.

Copy of Grades

Students may print a copy of their grades for their own use. Official copy of grades should be requested at the Registrar's Office subject to the appropriate fee.

Scholarships

Scholarship data are managed in the IUIS. Scholarship tagging marks the student recipients and updates their assessed fees with the scholarship privileges.

OTHER SERVICES

WVSU INFO- BOARD SERVICE (Available to Smart and TNT subscribers Only)

- An SMS-based service for immediate broadcast of school announcements thru text to registered students, faculty, staff, and alumni

Register for Free

Text WVSU REG NAME/ADDRESS/AGE Send to 717-9878 (717-WVSU)

Subscribe to WVSU School Announcements

Text WVSU PUSH ON Send to 717-9878 (717-WVSU)

Send Feedback to WVSU

Text WVSU FEEDBACK <your message>

Send to 700-9878 (700-WVSU)

To unsubscribe to Announcements

Text WVSU PUSH OFF Send to 717-9878 (717-WVSU)

Scholarship Forms

Students can download scholarship application forms at the WVSU website.

WVSU E-mail Service

Each student may avail of the official WVSU E-mail account upon enrollment in their first year. Registration for the email service is provided at the WVSU website. The student can opt to keep the email account even after graduation.

WVSU on the Web

WVSU Email Service: mail.wvsu.edu.ph

Official Website: www.wvsu.edu.ph

Official Facebook Page: <http://www.facebook.com/wvsufb>

THE CIVIL SECURITY UNIT

Herewith are the Duties and Responsibilities of this unit:

1. Safeguards and protects buildings, properties, equipment, supplies, cargoes, firearms, and cash and similar items against robbery, theft, pilferage, fire, and other similar hazards;
2. Maintains peace and order and provides security and safety of the students, faculty, and staff from unlawful acts committed by strangers, malefactors or third persons;
3. Implements University Policies, Rules and Regulation such as:
 - a. No ID, No Entry Policy;
 - b. No Car Pass, No Entry Policy;
 - c. Proper wearing of students' ID/uniform;
 - d. The prohibition of smoking, drinking of intoxicating liquor, vandalism, bringing of deadly weapons, loitering along corridors, and fighting inside the school campus;
 - e. University Curfew set at 8:00 p.m.;
 - f. School activities being discouraged during Sunday, holidays, and other regular days except with permit duly signed by the proper authorities; and
 - g. Parking policies.

Any violation of the above will be reported to the Office of Student Affairs. Any violation in the use of school facilities and equipment will be referred to the Chief Administrative Officer for whatever action is deemed necessary.

THE GENDER AND DEVELOPMENT (GAD) OFFICE

The Gender and Development Office (GAD) is tasked to lead the gender mainstreaming in the functions of the University: instruction, research, extension, and production.

Recognizing the students as target clientele of the academe, the GAD office includes activities and programs that cater to the needs of students such as peer advocacy addressing gender issues and concerns related to Adolescent Reproductive Health (ARH).

For more information, the students may visit the GAD Office at Quezon Hall, Room 215.

The WVSU recognizes and supports the Magna Carta for Women or R.A. 9710 approved on August 14, 2009, Section 13, stating "Equal Access and Elimination of Discrimination in Education, Scholarships, and Training."

Section 13 (c) states, "Expulsion and non-readmission of women faculty due to pregnancy outside of marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school."

The GAD office likewise strongly advocates the implementation of RA 7877 (The Anti-Sexual Harassment Law / Safe Spaces Law) and the recently approved RA 11313, which seeks to prevent gender-based sexual harassment from occurring in streets, public spaces, online workplaces and educational and training institutions.

UNIVERSITY DISASTER RISK REDUCTION AND MANAGEMENT CENTER (UDRRMC)

The University Disaster Risk Reduction and Management Center (UDRRMC) was established last June 23, 2017 by virtue of BOR resolution no. 56-2017 as mandated by RA 10121 or the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010. The center is primarily responsible for setting the direction, development, implementation and coordination of the university's disaster risk reduction and management plans within the main and external campuses of West Visayas State University.

On the other hand, the University Disaster Risk Reduction and Management Council is composed of Disaster Risk Reduction and Management (DRRM) officers from other campuses, colleges and offices within the university system and the university medical center. Wherein council members are tasked for approval, monitoring and evaluation of DRRM plans, ensure the integration of disaster risk reduction and climate change initiatives into their respective developmental plans and recommend forced or pre-emptive evacuation of school buildings, hospital or offices in times of disaster.

Three key functions of the center are:

Research and Planning includes designing, programming and coordinating disaster risk reduction and management activities which are consistent with both the national and international plans.

Administration and Training includes orientation, organization, conduct of trainings and knowledge management activities for students, faculty and staff on the university.

Operations and Warning includes the conduct of continuous disaster monitoring and utilization of the university's facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures.

In times of disaster, the UDRRMC works closely with other university offices and the local government agencies in the management of such events and ensuring the safety of stakeholders while preserving properties of the university.

SPORTS AND CULTURAL DEVELOPMENT PROGRAMS

(as stated in the University Code Art. 180)

Every student duly registered in the University shall be a member of the University Sports Association. The operation of this association shall be the responsibility of the Committee on Sports Affairs in coordination with the Director of University Sports and Athletics.

The Committee on Sports Affairs shall lay down the policies, rules and regulations on athletic activities of the University and the administration of the financial aspects of athletics and similar student activities of the University.

The sports activities shall be supervised by the sports and athletics committees.

THE UNIVERSITY RESOURCE GENERATION PROGRAM (URGP AND AUXILIARY SERVICES)

URGP VISION: To contribute to the realization of the vision of the WVSU as a model for strengthened entrepreneurship among SUCs

URGP MISSION: Pursue a viable, comprehensive, and sustainable income generating program

CENTER FOR FOREIGN LANGUAGES

Right Wing of the Rehearsal Room, WVSU Main Campus
320-0885, wvsucfl2010@gmail.com

The Center for Foreign Languages serves the need for language instruction of the local, national and international communities especially those of Asia and the Pacific Island countries.

It offers language courses in English, Filipino, Hiligaynon and other foreign languages such as German, French, Spanish, Japanese, Chinese, Korean, and Italian.

It also offers to services on translation of foreign language written documents.

UNIVERSITY PUBLISHING HOUSE AND BOOKSTORE

In Front of the Teachers' Building, Jose Balagot Avenue & Ground Floor of Hometel, WVSU Main Campus
320-3508 or 320-0871 to 77 local 1905 or 1706
printingpress@wvsu.edu.ph

Provides the printing and binding needs of the University and outside clientele.

The University Bookstore is the marketing arm and the sole distributor of all instructional materials in all academic levels.

The University Bookstore prints office forms, classroom instructional materials, certificates, diplomas, business cards, leaflets, flyers, brochures, posters, books, yearbooks, souvenir programs, magazines, newsletters, manuals, tabloids, annual reports, risograph printed materials, bookbinding, digital ID, school publications, and many more.

BOOKSTORE:

1. Selling of faculty-authored books and consigned books
2. Bookbinding of theses, dissertations, and books; Digital I.D.

HOMETEL AND CAFETERIA

Ground Floor & 2nd Floor, Homotel Building, Jose Aguilar Avenue,
WVSU Main Campus
330-1172 or 320-0871 to 77 local 1701
hometel@wvsu.edu.ph

Experience a homely atmosphere accommodation that meets the standard of the hospitality industry. The Cafeteria accepts catering services for all occasions.

The Cafeteria (can accommodate 100 persons)

Serves retail food for lunch

Accepts catering service and wedding package and banquets

Consumer goods and souvenir items

Sells made-to-order "pasalubong" and souvenir items

Homotel Rules and Regulations

1. The use of the conference hall, lobby, and guest rooms is subject to Income Generating Project (IGP) policies and should be properly settled during reservation.
2. Before checking in, all guests must register completely and truthfully fill up the registration form and the logbook and must present any valid Identification Card for reference. Only registered guests are allowed to use the room. Room billings are payable in advance before checking in.

3. Any damage to the hom etel property, either by the guest or their visitors/friends, shall be charged to the guest's account.
4. Equipment, utensils, and furniture should not be brought outside the Homotel unless approved by proper authorities.
5. Requests for massage attendants to service the guests, bringing and storing of pets or any animals, and any illegal and flammable materials are strictly prohibited. Gambling, cooking, or ironing inside the room or anything that is detrimental to the Homotel are strictly prohibited.
6. Please refrain from making loud noise, or heavy footsteps especially at night. Radio, cassettes, and the like should be used in moderation and with consideration of other guests.
7. Washing of clothes inside the room are disallowed. Endorse soiled clothes for laundry to the staff and they will make arrangements with the outside laundry services.
8. Eating and smoking inside the room are not allowed to prevent habitation of insects and pests.
9. LIGHTS, ELECTRIC FANS, AIR-CONDITIONING UNITS AND OTHER ELECTRICAL EQUIPMENT SHOULD BE TURNED OFF WHEN NOT IN USE AND BEFORE LEAVING THE ROOM.
10. Valuable items should be properly secured. Doors should be locked before retiring or leaving the rooms. The management is not liable for loss of valuables inside the room.
11. Children should be properly supervised to avoid damage to Homotel properties.
12. Curfew time is 9:00 p.m. Silence is strictly observed.
13. Lodgers coming in after the curfew time will not be accepted except if prior arrangement has been made.
14. Room Cleaning / making up of rooms starts at 9:00 a.m. and shall only apply for stay-over guests. Kindly hang the "DO NOT DISTURB" sign should you not want to be disturbed or you may inform the officer for the day whose name is posted on the bulletin board.
15. Room keys, TV remote control, and other items borrowed from the Homotel should be returned at the front desk upon checking-out.

*Charges for lost items are as follows:

- | | | |
|---|-------------------|-----------------|
| > | Room Key | P250.00 /key |
| > | TV Remote Control | P1,000.00 /unit |

*subject to change

16. Check-in is time 2:00PM while Check-out time is 12:00nn. Should you need to stay longer inside the campus or within Iloilo City, your luggage can be stored in the Staff Room. Requests for early check-in or late check-out shall be allowed only for a maximum of two hours subject to room availability.
17. NO VISITOR IS ALLOWED TO STAY INSIDE THE ROOM. THE LOBBY IS PROVIDED AS THEIR WAITING AREA, AND THEY ARE NOT ALLOWED TO STAY BEYOND 10:00 P.M. A corresponding amount will be charged for violation of this rule.
18. The Homotel reserves the right on all rules and regulations at any time, which shall become effective immediately, even without prior notice.

UNIVERSITY REVIEW CENTER

Conducts review classes for Licensure Examinations for Teachers, Nursing, and National Medical Aptitude Test (NMAT).

POLICIES AND GUIDELINES

1. The University Review Center:
 - a. Oversees the conduct of review classes for licensure examinations, and other private and government qualifying examinations in coordination with the different colleges/units and other interested parties/groups
 - b. Coordinates with PRC and other examination-giving bodies as regards the coverage of the examinations, and other examination-related concerns
 - c. Makes a list/pool of reviewers based on their qualifications and commitment upon the recommendation of the college/unit coordinators and students/reviewees. The services of experts outside of the University may be tapped as the need arises, after due consultation with the college/unit/group concerned
 - d. Takes responsibility for the promotion and publicity of the Center to attract reviewees both from within and outside of the University
 - e. Accepts reviewees who are graduates/students of the University as well as from other colleges and universities in the country

- f. Determines the review fees and honoraria of reviewers and coordinators taking into consideration the prevailing rates and complexity of the department/unit/college
 - g. Evaluates the performance of reviewees through special examination like subject area tests, pre-board, etc
 - h. Evaluates the performance of reviewers on a regular basis
 - i. Facilitates the assignment and preparation of venues, equipment, and other review-related facilities
 - j. Assists reviewers/reviewees in review related materials
 - k. Prepares the schedule of review classes and assigns reviewers for the different areas
2. Review fees are as follows but subject to change anytime upon approval of the Board of Regents.

Nursing Licensure Examination	
WVSU Graduates	P12,750.00
Graduates of Other Schools	P15,000.00
Licensure Examination for Teachers	
WVSU Graduates	P4,000.00
Graduates of Other Schools	P4,500.00
National Medical Admission Test	
WVSU Graduates	P4,000.00
Graduates of Other Schools	P4,500.00
3. Discounts are extended to the following:

NLE—WVSU Graduates

 - a. 50% discount for Honor Graduates
 - b. "5 plus one scheme" — the Center introduces a "five plus one" scheme. If the student from WVSU can recruit five student reviewees from other schools, she/he will enjoy a free review fee.
 - c. 5% discount on Siblings - the Center will give 5% discount on siblings who will register on the same review period. The first sibling will pay the full amount and the next sibling will enjoy a 5% discount.

LET — WVSU Graduates

 - a. Honor Graduates
 50% discount to Cum Laude graduates; 75% discount to Magna and Summa Cum Laude graduates

- b. "5 plus one scheme" - the Center introduces a "five plus one" scheme. If the student from WVSU can recruit five reviewees from other schools, she/he will enjoy a free review fee.
- c. 5% discount on Siblings - the Center will give 5% discount on siblings who will register on the same review period. The first sibling will pay the full amount and the next sibling will enjoy a 5% discount.
- 4. Fees must be paid in full before the start of the review. "NO REFUND POLICY" shall be implemented
- 5. Cash Incentives will be given to NLE and LET Topnotchers.

1st place	P5,000.00
2nd place	P4,000.00
3rd place	P3,000.00
4th place	P2,000.00
5th place	P1,000.00
- 6. Registration period shall commence at least a month before the review period.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is governed by CMO no. 9 s, 2013, The Enhanced Policies and Guidelines on Student Affairs and Services , which spells out its the functions and scope. (include all in the CMO)

VISION

The Office of Student Affairs (OSA) in collaboration with the different colleges, units, and satellite campuses, is committed to facilitate the integral development of students to become self-directed individuals, capable of facing a globally competitive world, equipped with human and moral values, and responsive to the needs of others

MISSION

In the pursuit of its vision, the OSA shall:

1. Organize leadership and training programs for the development of students' self-confidence, discovery of their strengths and weaknesses so that they may become productive individuals not only in their own personal and professional lives but also as committed citizens of the country;
2. Establish local, national and international linkages with other institutions/agencies for leadership trainings, cultural, literary and artistic activities, ecological projects, gender-sensitivity trainings and seminars.

GOALS AND OBJECTIVES

1. To plan trainings and maximize the use of existing services in developing democratic skills among its students
2. To organize leadership and training programs that will help students develop self-confidence, discover their strengths and weaknesses so that they become productive individuals in their own professional and work fields
3. To provide financial help through scholarship programs financial assistance and student labor
4. To function as integrator of both the students' and institution's interests or ultimate goals through professional student development experts
5. To establish local, national, and international linkages with other institutions/agencies through leadership trainings, cultural, literacy and artistic activities, ecological projects, sensitivity-gender trainings, seminars and the like
6. To establish a dynamic and person-oriented guidance services and programs addressing the students' needs and concerns
7. To provide a safe and healthy environment complete with opportunities for students to develop their skills needed for optimum learning in the university
8. To develop students' sincere concern for their community and to encourage them to sponsor projects for its improvement
9. To generate students' awareness of local and global problems so that they can address them in acceptable ways
10. To help students become good citizens of the country and of the world

The OSA takes charge of the following: Guidance Services, University and College Student Councils, Accredited Organizations and Interest Groups, Student Publications, Student Assistantships, Scholarship Grants (Public, Private and Institutional), University Dormitory and Cafeteria, Testing Center, International Students, and Student Awards and Recognitions.

The functions of OSA are stipulated in CMO no. 09, s. 2013, categorized into: Student Development, Student Welfare and Institutional Programs and Services.

THE UNITS UNDER THE OSA

1. UNIVERSITY GUIDANCE CENTER

The Guidance Center offers the following services:

Guidance Service – a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them to utilize their potentials to the fullest. (CMO No. 9, s. 2013, section 14.1)

Counseling Services – Counseling services are offered both individually and in groups.

Testing/Appraisal Services – gathering information about students through the use of psychological test and non-psychometric devices. (CMO No. 9, s. 2013, section 14.3)

Individual Inventory Service/ Individual Analysis – includes all information about each individual student in school. Personal-Social data, Academic-Educational data and Career-Occupational data are the major contents of a comprehensive individual inventory record. (University Guidance Program).

Research and Extension Services. Research is an organized, scientific effort for discovering new material, unearthing what is hidden, finding explanations for current situations, and, corroborating or debunking theoretical assumptions claims, or practices through systematic study (Gibson and Mitchell, 2003). It is an activity conducted to discover new knowledge, establish need for improvement, validates new strategies, techniques and intervention in guidance and counseling.

This includes evaluation of the guidance services periodically conducted.

Career and Placement Services - place students in the right place at the right time by considering their goals, values, needs, interest and capabilities. It provides clients with options, enables them to act on their choices, and helps them adjust to the chosen environment. (University Guidance Program).

Follow-up – a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular. (CMO No. 9, s. 2013, section 14.4). Follow –up sessions are conducted among students who are counseled or referred by faculty, administrators and other university staff. . (University Guidance Program).

Information/Orientation Service is provided to the students to enable them to make informed choices. The service provides personal-social information that can help students improve oneself; the educational-academic information, that will help students select proper academic setting and program; the vocational-occupational information that will help them learn about the world of work and career. (University Guidance Program).

The University Guidance Center provides on-going guidance activities (responsive services) for students by college/unit/interest group/cultural group, as the need arises.

2. UNIVERSITY DORMITORY

Requirements for the Admission of New Dormers:

1. Applicants must be from the outskirts of Iloilo preferably from STFAP brackets 1-4.
2. Parent or guardian and child must see the Dorm Manager for interview.
3. If accepted, parents must fill out the parent's permit sheet and contract, sign the conformity sheet that both conform to the rules and regulations of the dormitory.
4. Pay P1,500 (one-month advance, two month deposit) to cashier.
 - a) One-month advance is for the month of June.
 - b) The two-month deposit will be for the succeeding months in case the resident could not pay on time.

5. Monthly payment beginning July will be paid to the cashier.
6. For the use of personal appliances the following shall be paid:
 - a) Electric fan - Php. 100
 - b) Radio - Php. 50
 - c) Cellphone Charger - Php. 50
7. Reservation through telephone is not allowed.
8. Slots are on first come, first served basis.

Requirements for the Retention of Dormers:

1. The Dorm Manager recommends the retention or expulsion of dormers depending on records of their previous conduct in the dorm.

Prohibitions:

1. Bringing of guests inside the bedroom
2. Bedroom hopping
3. Shouting and talking loudly
4. Bad manners and bad attitudes
5. Bringing rice cooker and flat iron
6. Vandalism

Reasons for Expulsion from the Dorm:

1. No permit slip when going out beyond curfew
2. Passing through the window to enter the dorm, or staying out of the dorm beyond curfew
3. Stealing money and other belongings of co-dormers
4. Showing disrespect to Dorm Manager and quarreling with fellow dormers
5. Drinking liquors, smoking, and using prohibited drugs
6. Not cleaning assigned rooms and CR's

3. SCHOLARSHIPS (BOR Res. No. 147-2008)

Scholarships should be processed 2 weeks before enrolment and completed on or before the last day of enrolment. It will be forfeited/waived if this schedule is not followed.

Scholarships in the University are classified as follows:

I. INSTITUTIONAL SCHOLARSHIPS

A. ENTRANCE SCHOLARSHIP

This is extended by the University to valedictorians and salutatorians from public and private high schools. Valedictorians are entitled to full exemption from tuition and administrative miscellaneous fees, whereas salutatorians are entitled to only 50% exemption from tuition and administrative miscellaneous fees.

B. ACADEMIC SCHOLARSHIP

Coverage and Limitations:

1. This is awarded on a semestral basis to regular students with GPA of 1.5 or better with no grade lower than 2.0 in any subject including NSTP.
2. Scholars are entitled to free tuition fee and administrative miscellaneous fees only. They have to pay the University supplementary fees.
3. They must carry a regular load as required by the course.
4. Grantees enjoy no other scholarship or study grant.
5. Incomplete grades should be completed immediately prior to enrolment of the next semester before students can avail of the scholarship.

This excludes Thesis Writing which provides one (1) year to complete.

Required Documents:

1. Copy of grades from first year to the present signed by the Registrar

Duration of the Scholarship:

The scholarship is good for four (4) years as long as the student achieves a GPA of 1.5 or better with no grade lower than 2.0 in any subject including NSTP.

C. SERVICE GRANTS

Coverage and Limitations

1. Full exemption from tuition and administrative fees in the First Semester but supplemental fees must be paid by the following grantees:
 - ☐ All officers of the University Student Council and Chairperson of High School and College Student Councils

- ☐ Staffers of the University Publication and Editors-in-Chief and Managing editors of the college publications
 - ☐ Corps Commander of the Students' Military Training
2. The officers of the Student Councils can enjoy the same privileges in the 2nd semester if the Advisers recommend them to the University Scholarship Committee vouching that they have faithfully served the Council and have liquidated all financial obligations in the previous semester.
 3. The staffers of the University Publication, the Editors - in - Chief and Managing Editors of the College Publications can enjoy the same privilege in the second semester if they have come up with one or two publications in the first semester. If they have not, they forfeit the service grant. If they come up with one publication and only in the second semester, the service grant will be for the 1st semester of the following year.
 4. Fifty percent exemption from tuition and administrative fees shall be granted to the following:
Councilors of College and High School Councils
Staffers of College publications
College representatives to the University Student Council
Chief Justice and members of the Supreme Court
Chairperson and members of the University Student Electoral Committee (Note: for Second Semester only).
 5. Rules to be observed by the University Choir (Panayana), University Little Theater, University Varsity Athletes, and University Rondalla to enjoy Service Grants:
 - a. Scholarships shall start on the second year to provide the chance for freshmen to prove themselves worthy of the scholarship.
 - b. A student must at least carry a regular load per semester and no grade lower than 2.75 in the previous semester.
 - c. They must have recommendations from their coach/adviser and the University Athletic/Cultural Director vouching for their active participation in competitions, university activities, and their academic qualifications.
 - d. University Little Theater members can enjoy the grant if they have been actively involved in the production of at least one (1) play per semester. If only one (1) play is produced, prospective grantees can enjoy the grant only in the succeeding semester with the recommendation of the adviser.

The Director and two (2) lead roles in the play will receive full exemption only from tuition fees and administrative fees.

Members with supporting roles in the play, not to exceed two (2), will pay only 50% of the tuition fee. Supplemental fees shall be paid by the grantees.

- e. Only University Choir members who have rendered service to the University at least five (5) times during the semester qualify for the service grant in the next semester with the recommendation of the adviser.
- g. Satellite Campuses have their own policy regarding service grants.

Documents Required for Service Grants

1. A copy of grades signed by the Registrar from first year to the present year submitted to OSA on or before the last day of enrolment
2. A Certification of completion from the teacher who has given him/ her an incomplete grade that he has completed but has not forwarded the completed grade to the Registrar
3. A letter of recommendation from the adviser who vouches that the grantee has complied with the requirements

D. SCHOLARSHIP for WVSU EMPLOYEES' DEPENDENTS Coverage and Limitations

1. This scholarship is a privilege given to children of permanent employees of the University.
2. Their children enjoy free tuition only.
3. All their legitimate children can enjoy this grant from Kindergarten to college.
4. A child can enjoy the grant only for four (4) years of college. No extension of the grant is allowed on the 5th year of college unless the course is a five (5) year course.
5. Application must be submitted to the OSA on or before the last day of enrolment.

STUDENT ASSISTANTSHIPS

1. Only students who belong to parents' income does not exceed national poverty threshold

2. No student assistant is allowed to work for a relative as his/her supervisor.
3. A student assistant must report for work according to his/her schedule. He/she cannot report at his/her convenience. If any pressing matter necessitates his/her absence during his work schedule, like practices for final exams/projects, he/she must obtain prior permission from the supervisor or else he/she will be marked absent.
4. A student assistant must submit his/her DTR and accomplishment report a day after the last day of the month.
5. Late DTR and accomplishment report may mean delayed salary for the SA. Consistent late submission of DTR and accomplishment report is cause for termination by OSA upon recommendation of the unit/ office head.
6. A student assistant must apply every semester for renewal.
7. A student assistant's service must not exceed 80 working hours every month. The compensation is Php. 25.00 per hour
8. The salary of a student assistant is chargeable to the funds of the office where the SA is working.
9. A student assistant becomes automatic member of the WVSU Association of Student Assistants (ASA) and must attend and participate in ASA meetings and activities.
10. In case the student assistant decides to stop working, he/she must notify his/her supervisor in writing. The supervisor in turn must notify the OSA so that the OSA will not include the name in the payroll.

II. GOVERNMENT SCHOLARSHIPS

Republic Act 10931 or the Universal access to Quality Tertiary Education Act signed by Pres. Rodrigo R. Duterte in 2017, is a law that expanded and enhanced the Free Tuition 2017. It is composed of four (4) equally important programs:

Free Higher Education (FHE) ((tuition and miscellaneous fees) ; Free Technical - Vocational Education and Training (TVET) in public and private institutions registered with TESDA ; Tertiary Education Subsidy (TES) or grants-in -aid for poor students in public and private institutions ; and Student Loan Program (SLP) for tertiary education students . This law supersedes the

Free Tuition 2017 which was a special program of the government inserted in the 2017 budget of the Commission on Higher Education (CHED) which made tuition fees free in state universities and colleges for Academic Year 2017-2018. Miscellaneous fees and other fees are not covered in Free Tuition 2017.

All officially admitted and enrolled student at WVSU main and satellite campuses automatically qualifies to the FHE which will cover free tuition , miscellaneous and other school fees stipulated in RA 10931. However in some cases, the student may choose to opt-out for some reasons or if the student prefers to avail of other government scholarships. For inquiries related to scholarships/grants, the student may contact the Scholarship Coordinator at the Office of Student Affairs

III. PRIVATE SCHOLARSHIPS

A private scholarship is for any four year undergraduate degree student. The grantee must be a bonafide student of WVSU, of good health and of good moral character. The student must be a natural-born Filipino citizen. The student must have no failing grade, and must maintain a semestral average of 2.5 or higher. Other qualifications will be required specific to the scholarship offered.

For queries as to available private scholarship available please see OSA at osa@wvsu.edu.ph or WVSU-OSA Main Campus FB Page

STUDENT COUNCILS

Federated Student Council (FSC)

In compliance with Republic Act No. 8292, known as the "Higher Education Modernization Act of 1997" approved on June 6, 1997, and with Commission on Higher Education Memorandum No. 3 series of 2001, with the subject of revised IRR of above Republic Act approved on January 17, 2001, the Student Councils of the West Visayas State University system elect the Federated Student Council officers and members.

The members of the Federation are exclusively the respective College Student Councils of Lambunao, Janiway, Pototan, Himamaylan and Calinog Campuses and the University Student Council of the Main campus.

The members of the Federation Board of Directors are the representatives from each of the member student councils of all campuses of West Visayas State University.

The number of representatives shall be proportionately determined with one seat for every seven hundred fifty (750) students. However, if the excess population shall exceed three hundred seventy five (375), an additional seat shall be given. Each campus is guaranteed 1 seat no matter how small its population is.

The Federation Student Council members shall elect the following positions:

1. Chairperson;
2. Vice-Chairperson;
3. Secretary;
4. Treasurer;
5. Auditor;
6. Business Manager;
7. P.I.O.; and
8. Board Members (the number of which depends on the population of each campus).

The chair of the Federated Student Council sits with the members of the Board of Regents as STUDENT REGENT.

ELECTION

There shall be a Federated Student Council Electoral Committee which shall be composed of all outgoing members of the Federation Board of Directors together with the Federation Adviser who shall facilitate the election of the new set of officers on the third Friday of April.

ADVISER

The Federation Board of Directors shall elect and recommend its advisers through a resolution. The Federated Student Council shall have a permanent faculty who shall render technical guidance, assistance, and support to the FSC.

University Student Council (USC)

The University Student Council (USC) is the supreme student organization of the WVSU main campus. The USC has jurisdiction over the entire student body of the main campus. It is under the supervision of the OSA. The USC is composed of the Chairperson, Vice-Chairperson, and 18 councilors elected at large or in a university-wide election as officers and the entire student body in the main campus as members.

Student Councils

Main Campus

- Agriculture and Forestry Student Council (AFSC)
- Arts and Sciences Student Council (ASSC)
- Education Student Council (ESC)
- Graduate School Council (GSC)
- High School Student Council (HSSC)
- Communication Student Council (CSC)
- Medicine Student Council (MSC)
- Nursing Student Council (NSC)
- PESCAR Student Council (PSC)
- Sanggunian ng mga Mag-aaral sa Mababang Paaralang Laboratoryo (SMMPL)
- College of Information and Communications Technology Student Council (CICTSC)
- College of Business and Management Student Council (CBMSC)
- Law Student Council

Satellite Campuses

- WVSU- Calinog - Student Body Organization
- WVSU- Himamaylan Student Council
- WVSU- Janiway – Campus Student Council
- WVSU- Lambunao – Supreme Student Council
- WVSU -Pototan – College Student Council

For accredited university and college organizations, clubs, and other interest groups, refer to www.wvsu.edu.ph

4. STUDENT AWARDS AND RECOGNITION

The OSA takes charge of fielding WVSU representatives to local, national and international competitions such as JENESYS, BAYER Young ENVIRONMENTAL ENVOYS, AYALA Young LEADERS Congress, TEN ACCOMPLISHED YOUTH ORGANIZATIONS, TEN OUTSTANDING STUDENTS of the PHILIPPINES, TEN OUTSTANDING STUDENTS OF ILOILO CITY, and many more.

CONDUCT AND DISCIPLINE

Rights of Students

Subject to the limitations prescribed by law, University policies and regulations, every student of WVSU:

- a. Has the right to receive quality education in line with national goals, educational objectives and standards of the University;
- b. Is entitled to advisement and guidance to enable him to understand himself, make intelligent decisions and to select from the alternatives in line with his potentials;
- c. Shall have the right to participate in the formulation of policies of the University affecting her/him;
- d. Shall have the right to the enjoyment of the constitutional guarantees of free speech and press, the right to express and pursue his opinions on any subject, provided that such expressions shall not disrupt the normal operations of the University;
- e. Shall have the right to establish, join, and participate in organizations and societies not contrary to law;
- f. Shall have the right to avail of all student services—medical, dental, libraries, etc. as well as of reasonable protection within the University premises;
- g. Shall have the right to be informed of the rules and regulations affecting him/her;
- h. Shall have the right to participate in curricular and co-curricular activities subject to existing University rules and regulations;
- i. Shall be entitled to respect as a person with human dignity; full physical, social, moral, and intellectual development and humane and healthful conditions of learning;

- j. In the tertiary and higher level, shall enjoy academic freedom;
- k. Shall have the right to seek redress of grievances against any wrong or injustice committed against him/her by any member of the University community in accordance with the defined channels of authority.
- l. Shall not be subject to disciplinary action without due process;
- m. Shall have the right to access to his records for purposes of determining his academic performance;
- n. Shall have the right to pursue his course of study therein up to graduation except in cases of academic deficiency or violation of disciplinary regulations;
- o. Shall be entitled to expeditious issuance of certificates, diplomas, transcript of record, grades, and transfer credentials;
- p. Shall have the right to free expression and information and to publish school newspaper or other similar publications in accordance with Article 137;
- q. Shall be free from any form of unreasonable search and seizure; except when made at the point of ingress or egress by authorized personnel of the University. Articles, illegal or violative of University rules and regulations, discovered by duly authorized personnel shall subject the student to administrative discipline. Searches can be made by duly authorized personnel even without search warrant when the student is committing or has just committed a crime or any serious infraction of University rules and regulations; and
- r. Shall have the right to peaceful assembly subject to the regulation of the University and existing laws.

Duties and Responsibilities of a Student

Every student has the following duties and responsibilities:

- a. Abide by the University rules and regulations;
- b. Know the history and philosophy of the University and the official University songs;
- c. Help keep the University campus and buildings clean;
- d. Uphold the good name of the University by practicing personal discipline, honesty, patience, fortitude, emotional stability, self-control, and positive attitudes and values;
- e. Strive to live an upright, virtuous, and productive life;
- f. Exert his utmost to develop his potentials for service, particularly by undergoing an education suited to his abilities, in order that he/she may become an asset to himself/herself and society;

- g. Respect the customs and traditions of the Filipino people, the duly constituted authorities, the laws of the land, and the principles of democracy;
- h. Participate actively in civic affairs and in the promotion of the general welfare;
- i. Exercise his/her rights responsibly with due regard for the rights of others;
- j. Respect and cooperate with teachers, fellow students, and school authorities in the attainment and preservation of peace and order in the University and society; and
- k. Help in the observance of individual and social rights, the strengthening of freedom, and the fostering of cooperation among nations in pursuit of progress, prosperity, and world peace.

Rules and Regulations on Conduct and Discipline

Students shall, at all times, observe the laws of the land and the rules and regulations of the University.

Deans or various Unit Heads may, after due consultation in the form of deliberation with the faculty and staff, promulgate rules on conduct and discipline for peculiar application to their respective units.

Each college or unit may adopt a uniform to be approved by the Board of Regents.

Grounds for Disciplinary Action shall be as Follows:

- a. Any form of academic dishonesty and cheating including electronic/ cyber cheating during examinations or any act of dishonesty;

ACADEMIC DISHONESTY

Definition

Academic Dishonesty is an intentional act of deception or attempt to do such act, in which a student seeks advantage by claiming credit for the work or effort of another person or by using unauthorized materials or fabricated

information in any academic work. It includes use of any electronic device that would give a student an unfair advantage during an academic exercise.

Acts Which Constitute Academic Dishonesty

1. Cheating

An act of deceit by which a student attempts to misrepresent mastery of academic effort or information. It may take the form of any of the following:

- Use or attempted use of unauthorized materials, written notes or information, prepared answers or study aids during an examination
- Unauthorized copying or collaboration on a test or assignment
- Deliberately looking or glancing at examination papers of others and/or allowing another to look/glance at one's own paper during examinations
- Communicating with another during examinations, without permission from the professor or proctor. This includes communicating, in whatever form, examination answers to other students
- Sharing answers for a take-home examination or assignment, unless with prior approval from the professor
- Using prohibited materials and texts
- Impersonating someone in taking an examination or test
- Submitting a take-home examination prepared in whole or in part, by someone else
- Deliberate concealment of library materials
- Tampering with a test paper after it has been corrected, for the purpose of obtaining more credit
- Bringing out and/or operating cellular phones, other communication gadgets or any other electronic device during examinations, unless specifically allowed by the proctor
- Combination of any of the above

2. Plagiarism

Misrepresentation, wholly or in part, of word, idea, output, data or other intellectual property of another person as one's own, which may include but is not limited to:

- Copying another person's work (published or unpublished) without appropriate acknowledgement of the prior ownership
 - Presenting someone else's opinion, theories or discourses as one's own
 - Working jointly on a project, then subsequently claiming sole ownership
- b. Carrying within the premises of the University any firearm, knife with blade longer than 2½ inches, or any other dangerous or deadly weapon; except, those allowed by and for duly constituted authorities;
- c. Drinking alcoholic beverages or drunken misbehavior within the University premises or in any area while performing University-related activities.
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals;
- e. Gross and deliberate discourtesy which may include the use of social media, and bullying in all forms;
- f. Creating serious disturbance of the peace within the University premises or participating therein resulting in violence or damage to property or persons; Stealing and vandalism. Intentionally making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with admission, registration, promotion or graduation from the University;
- h. Smoking and gambling within the University premises;
- i. Any violation of law committed within the University premises; and
- j. other offenses specified by the dean/unit head.

The Administrative Sanctions are as Follows:

a. Warning

Warning shall be issued in writing by University authorities to students committing the following: smoking on campus; having three (3) unexcused absences; wearing incomplete uniform; disrupting classes or assemblies; littering, posting bills on unauthorized areas; and similar offenses specified by the Deans and Unit Heads as per Section 2, of Article 165 of the University Code (July 2013).

b. Suspension

(1) One day suspension for three (3) warnings within the same semester

- (2) Three to five school days suspension for the following:
cheating; entering the campus or classroom drunk; drinking intoxicating drinks inside the campus; inciting a quarrel or quarrelling inside the campus; verbal assaults; inciting students to commit unlawful acts; vandalism; threatening other students and members of the staff from discharging their duties; threatening, coercing or intimidating any student to attend any activity or to be absent from the class; physically attacking another student without offenses specified by the Deans or Unit Heads as per Section 2 of this Article.
- (3) Suspension until the end of the semester may be meted for the following:

Theft; extortion; insubordination; tampering or forging of school records and other relevant documents; assaulting students or persons in authority; carrying deadly weapons; plagiarism; publishing or circularizing derogatory statements about the University, its staff members or fellow students to include unauthorized notices, streamers and placards; carving, tracing and writing or drawing on walls, chairs, tables or other school property; other offenses as determined by the University grievance committee and disciplinary board.

b. Dismissal or expulsion shall be meted out for the following offenses:

c. Participating in activities which tend to subvert or overthrow the existing government; act of lasciviousness and moral turpitude; injuring on purpose, another person with a knife or any bladed weapon or any lethal instrument or object; possession and distribution and/or using dangerous drugs on campus; participating in hazing; physically assaulting a teacher or University staff or any other person; committing any violent act while participating in national and institutional strikes, rallies, and demonstrations; gross immorality or flagrant indecency; arson; conniving with bad elements in deliberately attempting to sabotage, steal or place the school in danger or in great embarrassment; acting as accomplice in any form of crime against persons and/or property; stealing test questions and/or disseminating the contents to other students; taking the examination in place of another student.

Grievances and Disciplinary Procedure:

The Student Grievance Procedure shall apply to student grievance related to Student Programs, Facilities and Services (allegations of violations of the university policies and programs with respect to program, services, activities and facilities); and Student Relations (allegations of unfair treatment from faculty, administration, staff or fellow students).

The Dean of Student Affairs may receive complaint from the student, and may give advice on the procedure of filing of grievance, channelling the said complaint to the concerned unit or college as deemed appropriate.

The acts enumerated in Article 142 approved by the Board of Regents, with their corresponding penalties, shall be used as basis in imposing penalties by those concerned.

The Dean of each college shall create a grievance and disciplinary board composed of the Associate Dean as Chairman with the college guidance counselor, the curriculum year advisers and the college council representatives to the USC as members which shall hear complaints and recommend actions to be taken on cases brought to it.

There shall be a University grievance and disciplinary board to which decisions of the college grievance and disciplinary boards may be appealed by the aggrieved party. The University grievance and disciplinary board shall be composed of the Dean of Student Affairs as Chairman, and the Director of Instruction, the Dean of the college to which the respondent and the complainant belong, two (2) faculty and/or staff members to be designated by the University President and two students to be designated by the USC Chairman as members.

Any complaint shall first be presented to the faculty adviser orally for an oral decision within two (2) working days. Any party not satisfied with the oral decision of the faculty adviser may elevate the case orally to the Dean within three (3) working days.

All cases not settled orally may be brought by the aggrieved party in writing to the college grievance and disciplinary board.

The grievance and disciplinary boards, in their deliberations of cases, shall follow such procedure that safeguards the rights of both complainant and respondent.

Respondents in a disciplinary case heard by the grievance and disciplinary boards shall be accompanied by a counsel of their choice.

The decisions of the College and/or University grievance and disciplinary boards shall be submitted to the Dean concerned or the University President for execution.

Any student called for investigation but fails to appear without valid reason within forty (48) hours after receipt of the written notice shall be considered in default and the investigating board shall proceed with the investigation of the case ex parte and shall promulgate a decision on the basis of the evidence available.

Any disciplinary action taken against a student shall be reported immediately to his/her parents or guardians and all Deans and Unit heads.

All complaints related to Gender and Sexual Harassment will be reported in writing to the Gender and Development (GAD) Office for investigation and fact finding by the Committee on Decorum and Investigation (CODI) of the university.

POLICIES OF THE UNIVERSITY

POLICIES AND GUIDELINES GOVERNING STUDENT COUNCILS/ ACCREDITED / ORGANIZATIONS / INTEREST GROUPS AND THEIR ACTIVITIES (APPROVED BOR MARCH 4, 2010)

I. Background

A. Rationale

Balancing between academics and co-curricular activities is part of a student's life. Education is not confined in the four walls of the classroom alone. Students learn about responsibility and leadership through student organizations and related activities. As an educational institution, WVSU provides learning opportunities for students to develop their talents, abilities, and leadership skills by allowing them to manage their student organizations

in a framework by which they can be assisted and supervised by faculty advisers to ensure that their activities can promote proper growth and development.

B. Organizational Structure

All student organizations are under the umbrella of the Office of Student Affairs (OSA) which will supervise and coordinate matters pertaining to student organizations and their activities. Specifically, university organizations and their activities are handled by the OSA. College organizations and their activities are handled by the respective college committees for student organizations (CCSO) assigned and chaired by the College Deans/Directors for this purpose. Satellite campuses may have their own similar organizational structure.

C. Scope of the Guidelines

The WVSU Guidelines for Student Organizations and Activities cover all student organizations including those at the satellite WVSU campuses. However, the satellite campuses may observe similar rules and policies applicable to their situation provided they do not run contrary to the WVSU Guidelines for Student Organizations and are in consonance with the WVSU University Code and Student Handbook.

II. Classifications of Student Organizations

A. According to Scope of Membership

1. University Organizations — are student organizations whose members come from two or more colleges/institutes in the university.
2. College Organizations — are student organizations whose members come from one college/institute.
3. Class Organizations — are homeroom, curriculum, or subject student organizations whose members belong to academic program courses.

B. According to Nature of Activities

1. Student Council
2. Publication
3. Academic
4. Interest Group

5. Cultural
6. Religious
7. Service
8. Sports/Recreation
9. Fraternities/Sororities
10. Cause-oriented
11. Regional Chapter of Recognized National or Regional organization

III. Accreditation of Student Organizations

A. The Accreditation Committees

A student organization can only operate legitimately once accredited by the university. The Office of Student Affairs grants accreditation to university organizations. College organizations are given accreditation by their respective deans or directors through their CCSO assigned for this function. Notices of accreditation of the college organizations are submitted to OSA for confirmation of Designations as Advisers of college organizations and are issued by the OSA upon recommendation of the deans or directors of the colleges.

The Accreditation Committees are composed of the following:

University Organizations/College Organizations

2 student representatives from the USC/2 representatives of the CSC

2 advisers of university student organization/1 adviser of college student organization

2 guidance counselors/1 guidance counselor of the college

1 coordinator of student organization (who shall serve as chairman)/1 dean or director (who shall serve as chairman)

B. Type of Accreditation

1. Probationary Accreditation

This is granted to a student organization with at least fifteen (15) members besides its set of officers, applying for the first time or applying again after being inactivated for one year or more.

2. Full Accreditation

This is granted to school organizations which have complied with all requirements while in their probationary period, and to those which have maintained satisfactory performance while fully recognized.

C. Applying for Accreditation

New and old organizations applying for accreditation should look for an adviser and must elect their officers and recruit their members on February or March of the ending school year. Two (2) sets of the following requirements must be submitted to OSA for University Organizations; and to the College Committee for Student Organizations (CCSO) college organizations. Deadline for submission of application together with the requirements is four (4) weeks after the first day of class in June. The officers and adviser/s of the organization may be invited by OSA or CCSO, for further discussion about their application. After the evaluation of the Accreditation Committee, a set of the application papers will be given back to the officers of the organization and a set will be retained for office file.

1. Constitution and By-laws - or approval of the OSA or College Dean/Director (for new organizations); with approved amendment/s, if applicable (for old organizations)
2. Application for Accreditation with Adviser's Consent (SO Form A & B)
3. Organizational Profile (SO Form C)
4. List of officers for the academic year including the course & year level, home address, contact number, recent 1x1 year level and signature (SO Form D)
5. List of members with corresponding I.D. No., Course & year level and signature (SO Form E)
6. Accomplishment Report of projects and activities during the previous academic year, including awards and recognitions received. These should be accompanied by supporting documents such as approved permits, pictures, certificates /and write ups in school paper* (SO Form F)
7. Financial Report for the previous academic year* (SO Form G)
8. Calendar of Activities for the incoming school year (SO Form H)
9. Original or certified true copies of valid copy of grades in the previous semester of officers

*-Not required for applying new organizations

(Note: The SO Forms are downloadable from the WVSU website.)

Bases for Evaluation of Application for Accreditation

Applications for accreditation shall be evaluated according to the documents submitted. All accredited school organizations are required to have accomplished at least three (3) major activities during the academic year. The activities should be in line with the organization's goals and objectives as stated in their Constitution and By-laws and in their Calendar of Activities. Only activities which have involved or benefited communities, other students, faculty or staff and not only its members are considered "major". Examples of these activities are outreach programs, trainings, and symposiums. Acquaintance parties, fund-raising activities and business meetings are not counted. An organization may lose its accredited status if it fails to meet the following criteria:

- > 50 pts. Completion of planned activities that conform with the organization's objectives
- > 20 pts Participation and assistance in university/college programs/ projects/activities
- > 5 pts Growth in terms of membership and expanded programs
- > 25 pts Contribution to student development and welfare, service to others 100 pts

Action on the application shall be based on the following computation:

- > 61-100 pts full recognition
- > 41-60 pts probation status; organization shall be advised to perform better
- > 40 pts. & below non-recognition of the organization

IV. Specific Rules for Student Organizations

A. Special Provisions for Student Councils and Publications. Student Councils and publications which have approved Constitution and By-laws need not apply for accreditation. However, they are covered by the WVSU Guidelines for Student Organizations and Activities. Student publications are further covered by WVSU Campus Publications Policies and Guidelines.

Before the beginning of the school year, the University Student Council (USC) and Forum Dimension shall submit to the OSA the list of previous year's accomplishments, audited Financial Report, new set of officers, calendar of activities and proposed budget for the incoming school year. The same requirements shall be submitted to the college student councils and publications to their respective CCSO's. Publications must have published at least an issue per semester to avail of the service grant and shall submit to OSA copies of their publications.

B. Rights and Privileges of Accredited Student Organizations. Accredited student organizations have the following rights and privileges:

1. Use of school facilities such as grounds, classrooms and other areas, subject to rules and regulations on such use, provided other academic activities are not prejudiced
2. Representation through the USC in committees involving student welfare and interest
3. Officers and members of fully accredited organizations may be appointed by the University President or their college dean/director in community activities.

C. Limitations of Rights and Privileges

1. Only accredited organizations shall be allowed to conduct activities.
2. Sororities and fraternities are prohibited from recruiting freshmen students. Initiations inflicting moral and physical damage are strictly prohibited.
3. Willful violation of the WVSU Guidelines for Student Organizations shall be ground for withdrawal or revocation of accredited status of the student organization.

V. Qualifications, Duties, and Responsibilities of Advisers and Officers

1. Advisers of student organizations must be full-time faculty members of the university and have the consent of their respective deans or directors and department chairs. Non-teaching personnel who have the expertise or knowledge in the area covered by the student organization may serve as co-adviser. A faculty adviser can be an adviser of just one (1) student organization.
2. The duties and responsibilities of officers and advisers should be embodied in the Constitution and By-laws of the student organization and extend to on and off-campus activities.

3. As a mature and experienced mentor in the university, the adviser provides and gives advice to the officers and members of the organizations on how to achieve their goals and objectives and how they can improve the image of WVSU. The adviser inspires them to become responsible and concerned members of society.
4. The adviser shall guide the officers and members on the wise and frugal use of the organization's funds.
5. An officer of a student council must have no failing grade during the semester prior to his/her term of office. However, to avail of the service grant he must have no grade lower than 2.5.
6. A student can hold the position of President or Chairperson in only one (1) organization in a given school year. He/She can hold lower positions in other organizations.
7. The officers and advisers are responsible for their and their members' conduct and discipline in activities held in and out of campus.

VI. Conduct of Activities

A. General Procedure

1. Only accredited organizations are allowed to schedule and conduct activities.
2. All things pertaining to university organizations and their activities shall be supervised by the Office of Student Affairs (OSA). The College Committee for Student Organizations (CCSO) shall supervise college organizations and their activities.
3. The OSA or the CCSO shall be informed of changes in the adviser, set of officers or any amendments in the Constitution and By-laws of an organization immediately before these changes are enforced.
4. Notices and announcements shall be approved by the Administrative Officer and shall be posted only on designated areas.
5. Student organizations must keep a portfolio of approved permits, certificates, pictures, and write ups in school papers of activities undertaken during the year. This is necessary for evaluation of application for renewal of the organization for the next school year.
6. The student organization shall be responsible for any damage of facilities used as well as for order and cleanliness of the premises DURING and AFTER the activity.
7. Student organizations shall not schedule non-academic activities during the last two (2) weeks of classes of every semester to prepare students for final examinations.

B. Permits

1. All activities including those using WVSU facilities must have an approved permit as recommended by the adviser and OSA Dean for university organizations or College Dean/Director for college organizations. Use of facilities must be endorsed by the venue approving officers. Permits must be processed early for persons concerned to see the feasibility of the request especially those involving the use of school facilities and must reach the OSA or CCSO at least seven (7) working days before the activity. Permits filed a day before the activity will NOT be considered unless the activity is urgent and is organized by the administration.
2. Permit B is used for non-academic activities conducted by the university or college organizations. Approval is by the OSA Dean or College Dean/Director, VPAA (for activity outside the university and inside WVSU) and the University President (for activity outside Western Visayas). For non-academic activities during class days, the classes or students concerned must have a request for exemption from classes approved by the college dean and VPAA.
Non-Academic Activities - are activities conducted by the university or college organizations which are not part of nor requirement of their academic classes.
3. Permit A is used for academic-related activities. Approval is by the Director of Instruction and VPAA (for activities within WVSU). The University President approves for activities outside WVSU. The OSA is given a copy of the permit.
Academic Activities - are activities initiated by the subject teacher as part of the course requirements.
4. Waivers must be attached to permits for activities after 8:00 PM and/or those that are out-of campus.
5. All student activities must observe the curfew hour established by the university. A special permit shall be secured for activities beyond the curfew hour.

C. Procedure for obtaining the Permit

1. Accomplish Permit Form - 2 copies for Permit B; 3 copies for permit A.
2. If the activity involves money, a Budget Plan prepared by the treasurer, concurred by the chairman, and recommended by the adviser and department head should be attached. For college councils/organizations, it shall be approved by the College Dean/

Director. For university organizations, the budget plan shall be approved by the OSA.

3. Obtain the signatures of recommending and approving officers as specified in the permit.
4. Once approved, leave a copy of the permit to the OSA or CCSO.

D. Activities with Guests or Visitors

1. The OSA for university organizations or CCSO for college organizations must be informed about the presence of a guest speaker or visitor/s in a symposium, lecture, or conference scheduled by a student organization.
2. A student organization with an approved permit to conduct an activity and have visitor/s coming to join the activity shall provide the guard a list of the visitor/s. To be allowed into the university. The visitor/s shall present valid ID which can be claimed upon leaving the university premises.

VII. Finance

A. Managing and Safekeeping of Funds

1. Money matters regarding student activities have to be agreed upon by the members of the student organization and by the faculty adviser.
2. The budget proposal for activities involving money must be approved by the OSA Dean for university organizations or the college deans/directors for college organizations.
3. It is recommended that student organizations open bank accounts with the WVSU MP Coop Bank or any reputable bank. Authorized signatories are the chairman, treasurer, and adviser. Bankbooks shall be submitted to CCSO or OSA at the end of the school year for safekeeping and taken back at the beginning of the school year upon accreditation of the organization.
4. Financial collections must be immediately deposited in the bank and must not be allowed to stay long with a person or in an office. Advisers must ensure that money is safely kept and properly used.
5. Funds of student councils and student organizations shall not be lent to anyone.

B. Fund-Raising

1. Fund raising activities may be allowed provided the student

organization secures official permit from DSWD and BIR. The purpose of the fund-raising must be specified in the permit. When tickets are issued, they shall be numbered with signatures of the chairman and the adviser of the organization and controlled by the organization's faculty adviser and officers. The generated income must be properly expended, monitored, accounted, and reported in the financial report.

2. Solicitation letters with reply slips must be numbered for accounting of the auditor and the adviser.

C. Disbursement of Funds

1. Collection and disbursement of funds of the university and college student councils shall be accompanied by a resolution recommended by the Adviser, College Dean/Director and OSA Dean, and approved by the Vice President for Academic Affairs.

D. Financial Liquidations & Financial Reports

1. Financial liquidations containing the list of collections and expenses shall be submitted to OSA for university organizations or CCSO for college organizations for approval within TWO WEEKS after each activity. Receipts and evidences shall support proper use of the money for the approved purpose. Aside from the Chairman, Treasurer, and Auditor, the financial liquidation shall bear the signature of the adviser. This is needed before the request for permit for the next activity can be considered.
2. Financial Reports for the academic year containing summary of expenses for all activities shall be submitted to OSA for university organizations or CCSO for college organizations, for approval, three (3) weeks before the start of the final examinations in the 2nd semester. This is a requirement for OSA or the college to clear the officers and advisers of the school organizations from accountabilities.

VIII. Turning Over of Financial Records and Finances

There shall be a turning over of financial records (bankbook and liquidation statement) and finances to the OSA/CCSO for safekeeping until a new set of officers shall have been elected for the next school year and the organization shall have been granted accreditation. The date of the turning – over shall be specified by the OSA for university- based organizations and CCSO for college – based organizations.

WVSU Campus Publications Policies and Guidelines

OBJECTIVES:

1. To help develop and promote campus journalism in the country by implementing Republic Act No. 7079 (Campus Journalism Act of 1991)
2. To develop mechanisms in implementing standard rules and regulations on the development and promotion of campus journalism in the University consistent with the University's Vision, Mission, Goals and Objectives
3. To develop professionalism among University officials, faculty, student publication advisers, and students as regards the promotion and development of campus journalism in the University
4. To strengthen the use of campus journalism as a tool to develop students' talents and skills in journalistic and creative writing
5. To help promote the image of the University in the community through responsible, relevant, and quality campus publications.

Organizational Management:

1. There shall be the University Student Publications Committee composed of all student publication advisers, one of whom shall be designated as chair by the President as per recommendation of the Dean of the Office of Student Affairs. The term of the Committee shall be co-terminus with the President unless the Committee or its individual members is/are changed for cause. The Committee is responsible for policy formulation on campus journalism, implementation of rules and regulations, and management of all campus publications including the University Student Yearbook.
2. The University Publications Committee chair shall create a screening committee on a yearly basis to conduct in the first semester of every school year competitive screening of the staff of the Forum-Dimensions and the Spire in consultation with the respective Student Editorial Boards or the University Senior Curriculum Council. The Screening Committee shall be chaired by the chair of the University Student Publications Committee as representative of the WVSU Administration. The members shall be composed of the following: a faculty member of the University (preferably the adviser of Forum/

Dimensions or the Senior Curriculum Council); a member of the local media; and a former editor-in-chief or senior editors (managing or associate editor) of the Forum-Dimensions or the Spire.

3. For College/High School/Elementary publications, the respective advisers shall create a committee to conduct competitive screening of the staff for their respective student publications. The screening committees shall be chaired by the adviser (as representative of the WVSU Administration). The members shall be composed of the following: another faculty member of the College/High School/Elementary concerned and a former editor-in-chief or senior editor (managing or associate editor) of the College/High School/Elementary Publications concerned.
4. Charges for student publication fees shall follow the schedule of fees approved by the WVSU Board of Regents. It shall be collected every semester as the case may be by the Editorial Board in close coordination with the publication adviser. The publication funds shall be deposited in the account of the student publication in an authorized depository bank with three (3) signatories: the editor, the managing editor, and the adviser. There shall be an audited financial statement made after each term and published in the immediate next issue of the publication within the same academic year or in the next academic year.
5. All student publication staff shall apply for Renewal of Operations with the office of the Director for Student Services not later than the first semester of each academic year. They shall be required to submit their Internal Rules and Regulations, List of Staff members and their respective designations, and Audited Financial Statements noted by the Adviser, and have been published in the last issue (as the case may be) of the publication in the last school year.
6. All student publications shall have an adviser designated by proper authorities. The President shall designate the adviser on recommendation of the Editorial Board and endorsed by the Chair of the University Student Publications Committee and Director of Student Services for the Forum-Dimensions and by the University Senior Curriculum Council and endorsed by the Chair, University Student Publications Committee and Director of the Office of Student Services in the case of Spire.

The College Deans shall designate the adviser on recommendation of the Editorial Board for College/High School/Elementary student publications. The function of the adviser shall be one of technical guidance only. Furthermore, the advisers of each student publication shall act as information officers of their respective colleges/academic units at the discretion of the deans/directors.

7. No honorarium will be given to Publication advisers, Faculty Adviser is given a corresponding deloading.
8. Use of Student Publication Funds shall strictly follow Section 6, Rule V of the Campus Journalism Act of 1991. The violation of which shall be cause for administrative and/or criminal action against the violator from the staff, adviser, or school officials.
9. The University Student Publications Committee shall monitor compliance of each student publication as regards implementation of the WVSU Campus Journalism Policies and Guidelines.

Coverage and Content

1. The Forum-Dimensions and the Spire shall feature among others, the development and progress of the University. College, high school, and elementary student publications shall highlight the development and progress of their respective academic units.
2. Student publications shall not publish any document of confidential nature especially those that put the security and integrity of the University and its constituents at risk.
3. Each publication shall establish mechanisms to secure all sources, taped interviews and testimonies and copies of all issues for future reference.
4. Articles, photographs, and illustrations published in all campus papers shall promote balance, objectivity, fairness, respect, and protection of intellectual property rights.
5. Articles, photographs, and illustrations published in all campus papers shall promote among others cultural and environmental preservation, gender sensitivity, respect for human rights and welfare; peace and order; and international cooperation.
6. Articles, photographs, and illustrations published in all campus papers shall not be limited to student activities but may also include the students' existence in relation to University officials, faculty and staff, and the community at large.

Ethical Consideration and Data Privacy Act of 2012 (RA 10173)

1. Libelous and pornographic articles, photographs, and illustrations shall not be published in all campus publications.
2. Sensationalism, when it destroys the image of the University and its faculty, staff, and students shall be avoided.
3. Obscene language and vulgar terms and expressions shall not be used in any article, photograph, and illustration published in all campus publications.
4. When subjudice rule applies, pending cases or those under trial shall not be written and published in all campus publications.
5. Plagiarism as a form of intellectual theft shall not be tolerated among campus editors, writers, and contributors.

Transitory Provision:

Specific provisions of these Policies and Guidelines are subject to revisions or additions as the need arises.

POLICY AND GUIDELINES FOR FOREIGN STUDENTS

***University Code**

Who are considered foreign students?

Foreign students are those belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines (CHED document).

What is a bonafide foreign student?

A bonafide foreign student is one who is at least 18 years of age at the time of enrolment, has sufficient means for his or her education and support, and who seeks to enter the Philippines for temporary stay with the purpose of taking up a course of study higher than high school at the university authorized to accept foreign students (adapted from CHED document).

What is the legal basis for entry and stay of foreign students in the Philippines?

The entry and stay of foreign students in the country is covered by Executive Order (EO) 285 dated September 4, 2000, which amended the provisions of EO 423 of 1997 Re: Guidelines Governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee on Foreign Students (IACFS) for the purpose. The implementing guidelines of this EO are specified in IACFS memorandum No. 1, s. 2000.

What is the pre-requisite for enrollment of a foreign student at the tertiary level?

A prospective foreign student-applicant for the tertiary or college level should be a high school/secondary school graduate or its equivalent. How long is the student's authorized period of stay in the Philippines?

The student's length of stay shall be consistent with the length of stay of the program to which he or she has been accepted by the University. The initial period is one year and then renewed/extended.

What scholarships can be availed by a foreign student who is enrolled at WVSU?

Only Filipino students enrolled at West Visayas State University can enjoy the benefits of the scholarship programs offered by the institution or any private agency or entity channeled through the University.

Will foreign students enroll in a Filipino language course required in their program?

Foreign students who are admitted at WVSU are given the option whether to enroll or not in a Filipino language course. If they choose not to enroll in the required Filipino courses, they can take alternative courses with English as the medium of instruction and which introduce Philippine culture such as Philippine History, Philippine Geography, Rizal's Life, Works and Writings, Philippine Government and Constitution, and the like. On the other hand, if they choose to enroll in a Filipino language course such as Sining sa Pakipaglatastasan, Literatura ng Iba't Ibang Rehiyon sa Pilipinas, and Pagbasa at Pagsulat sa Iba't Ibang Disiplina which are part of the student's program, they may choose to attend the regular class or enroll in special tutorial classes for these courses but with proportionate fees subject to the guidelines and approval of the WVSU Finance Division.

Will foreign students enroll in the NSTP class?

NSTP or ROTC class is specific for Filipino students only. Foreign students are not required to attend NSTP classes.

What if the student is holding dual citizenship?

A student holding dual citizenship (e.g. Filipino-American, Filipino-Japanese) who wishes to be considered as Filipino for the purpose of studying at West Visayas State University must submit prior to admission a copy of the order of the Identification Certificate issued by the Bureau of Immigration. Students who choose to be classified as Filipino during their initial enrollment will be considered Filipino until their graduation (adapted from UP Los Baños Policies for Foreign Students).

Admission Policy for Foreign Students

A. Degree Programs

A degree program is one that is offered by a College or Institute of West Visayas State University that may be taken by regular foreign students.

- I. Requirements for submission of Application Forms of foreign students will be processed upon submission of the following:
 - i.i. Duly accomplished application form;
 - i.ii. A non-refundable application fee (\$50 for foreign students) in the form of cash, money order, manager's check payable to West Visayas State University;
 - i.iii. A copy of official Transcript of Record from the last high school or college attended;
 - i.iv. Certification of a reputable bank in the student-applicant's country or in the Philippines to support financial capability to finance travel, educational, personal, and other expenses he/she is expected to incur in his study in the Philippines;
 - i.v. Official TOEFL (Test of English as a Foreign Language) result (if there is none, applicant has to undergo English Language Training at the WVSU Center for Foreign Languages and get a certification of having passed the TOEFAP (Test of English for Academic purposes);
 - i.vi. Copy of birth certificate and passport duly authenticated;

- i.vii. Personal history statements, one in English and another one in the native language of the applicant.
- i.viii. 2 pcs. of 2x2 picture

II. Application Procedure

Step 1.

Fill out Application Form (WVSU-Form F1-001) available at www.wvsu.edu.ph and attach required documents

A. Regular/Credit/Non-Credit Program

- a. Accomplished Application Form (WVSU-Form F-001) with required pictures
- b. Student's Personal History Statement (PHS) signed by the student-applicant, both in English and in his national language accomplished by his personal seal if any, containing among others, his left and right thumb prints and a 2x2 inch photograph on plain background taken not more than six months prior to submission
- c. Transcript of Record and Diploma duly authenticated at the Philippine Foreign Service Post (PFSP) located in the student-applicant's country of origin or legal residence
- d. Photocopy of the student's passport showing date and place of birth, the name and picture and the page of the latest visa stamp
- e. A birth certificate authenticated by the Philippine Foreign Service Post (PFSP) or its equivalent (e.g. ACR I-Card)

Step 2.

Application and pay Testing Fee of 50 USD or P2000 in cash, money order, manager's check, or check payable to WVSU to be paid to the WVSU Cashier upon enrollment

Step 3.

Present the Official Receipt and submit all documents required in Step 2 at the Records and Admissions Office before the examinations (College Admission Test and College Aptitude Test) and secure exam permits and schedule for a personal interview at the college.

Step 4.

Take examinations on the scheduled date and bring permit slips on the date of examination.

Note:

Status of admission will be mailed to the address indicated in the foreign students' Application Form. If exam results are not received 2 weeks after the exam, inquiries can immediately be made at the Registrar's Office.

Step 5.

After having been notified of admission to the University, application will report to the Director of Communications & International Affairs Office (CIAO) for orientation and guidance.

Step 6.

Foreign student undergoes medical exam and submit a copy of such medical results to the College/Institute.

Note:

Foreign students must comply with the requirements of the Commission on Higher Education (CHED). Students qualified for admission are considered officially registered upon payment of fees. Old students should present their clearances for the preceding term to the registrar's office and their ID cards for validation. Late registration may be allowed for valid reasons, but only within one week from the official opening of classes.

B. Non-Degree Programs and Special Courses

A non-degree program allows students to enroll in programs that include class observations, audit courses, language courses, special courses and trainings that may last for a specified duration at West Visayas State University.

1. Application Procedure:

- a. Write a letter of Intent to study mentioning the language course or program offered by the Center for Foreign Languages.
- b. Accomplish Application Form for Foreign Students (WVSU-CFL Form B) and submit 2 pieces of 2x2 picture.
- c. Pay the registration Fee of Php2,000.00 and the required tuition fee for the class/tutorial.
- d. Secure Special Study Permit from the Bureau of Immigration (if student applicant has no student visa yet.)
- i. Required Documents by the Regional Bureau of Immigration

1. Filled-out General Application Form
2. Two pieces of 2x2 picture
3. Photocopy of passport (the pages with the name, date, and place of birth, and the page with the arrival stamp)
4. Special Study Permit (SSP) Fee
2. Arrange schedule of class at the WVSU Center for Foreign Languages Office

POLICY ON UNIVERSITY ID

The school ID card is a very important document. This is issued to all students and should be validated every semester. Proper care of the ID card is expected.

The NO ID NO ENTRY policy is observed in campus.

1. The student must have validated ID card at all times while on campus. This ID card must be worn with the ID holder visibly displayed upon entrance at the gate:
 - a. The ID card is strictly non-transferable; one should not lend his ID to someone else so that the latter can enter the campus or enjoy other privileges due a WVSU student.
 - b. The ID card must not be altered/mutilated.
 - c. Students without ID card shall not be admitted to class unless they present to their teacher an affidavit of loss or their RF.
 - d. Administrators, faculty, security officers, and ROTC officers are expected to implement the school ID policy.
 - e. Identification cards must be surrendered to the Registrar's Office upon termination of status with the school.
2. Students who claim that they have lost their ID cards should submit an Affidavit of Loss and apply for an ID retake immediately.

Requirements for ID retake

1. Affidavit of Loss
2. Processing fee
3. The ID card is needed for the following purposes:
 - a. For identification purposes
 - b. For enrolment
 - b.1 Enrollees, except for entering freshmen and transferees, should indicate in all enrolment forms their permanent student ID number.
 - b.2 The permanent student ID number should appear in all the class cards before these are submitted to the instructors.
 - c. For official business transactions, administrative or college offices may request the student to present his/her ID for proper identification during official transactions.
 - d. For communication purposes
 - d.1 All written communications from students to administrators and faculty should include the student's name, course, and year, his/her school ID number.
 - d.2. In claiming their personal letters and other documents, students are required to present their school ID number.
 - e. Other official functions of the school

Presentation of the school ID may be required during official functions of the school within or outside the school campus.

Note:

A student cannot have two (2) ID cards at the same time. Found ID cards must be surrendered to the OSA.

POLICY ON SCHOOL UNIFORM

1. Students are required to be in their prescribed college/institute/school uniform while on campus during school days (Mondays – Fridays) and on major examination days.

A uniform - free day maybe set one day in a week, subject to the agreement between the students and the University administration.

Students are not allowed and may be deprived of entrance to the campus if they are wearing any of the following:

- a. spaghetti/tube blouses
- b. rubber beach slippers or plastic jelly shoes
- c. sports attire unless a College/University Hinampang is scheduled.
- d. plunging neckline/ backless blouses short shorts, and see-thru blouses

Student nurses', Practicum, OJT, and Student Teaching uniforms must be worn with ID or nameplate. P.E. and Production (for Communication students) uniforms must be worn for P.E. and Production classes only. Students must change into prescribed college uniforms after their P.E. and production classes.

2. The ID should be worn with prescribed ID holder, with the student's photo visibly displayed.
3. Students shall observe proper haircut and natural hair color. Length of hair for male students shall not go beyond the collar level
4. Earrings for male students are not allowed.
5. As much as possible, excessive use of fashion accessories is highly discouraged.
6. Violators shall be subjected to sanctions in accordance with the regulations in the University Handbook.

Promoting a Tobacco Free Campus

The University seeks to promote a tobacco free campus and promote smokefree activities. Pursuant to the government's campaign against smoking and the City Ordinance No. 2006-150, (the Comprehensive Anti-Smoking Ordinance) the university declares the campus as a non-smoking campus.

Mandatory Drug Testing

Pursuant to CMO No. 18, series 2018, the university will require in-coming college students to undergo and submit a drug testing result, alongside with the required medical and laboratory results upon admission and enrollment in the university. The process will follow the policy and guidelines set forth in the IRR of the CMO, and the guidelines to be formulated by the university.

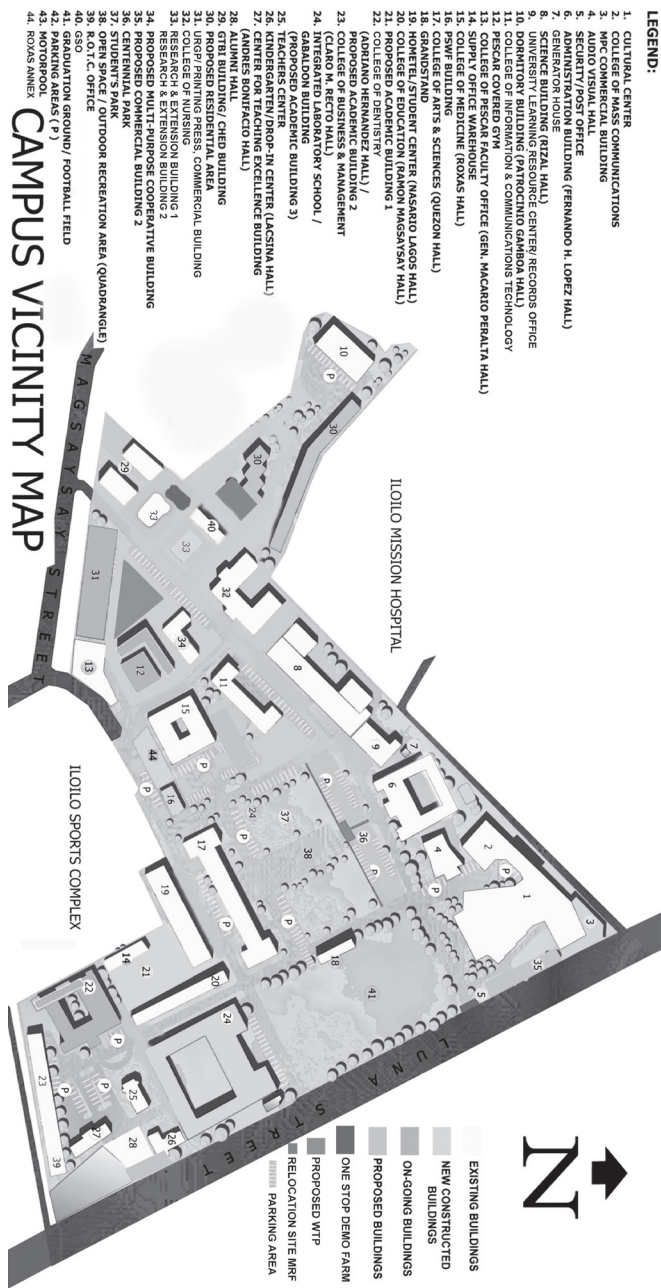
Policy on Student Internship Program

Student internship programs and the like as required by the degree program to which the student is enrolled shall be governed by CMO No. 104 s. 2017

The Anti-Hazing Law

The University strictly adheres to RA No. 8049 - otherwise known as An Act Regulating Hazing and other forms of initiation rites in fraternities, sororities and other organization and providing penalties therefore.

Buildings in the Main Campus WVSU Vicinity Map 101



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ALL COLLEGE DEANS

DIQA

UNIVERSITY LEGAL COUNSEL

References

- ☐ University Code 2013
- ☐ Administrative Manual
- ☐ CHED CMO No. 17s.,2012 (Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students)

CMO no. 9 s, 2013, The Enhanced Policies and Guidelines on Student Affairs and Services

R.A. 10931 or the Universal access to Quality Tertiary Education Act

- ☐ BOR Resolutions

(Article 208 of the University Code) - Refund of Fees

(BOR Res. No. 159-2009) - The Rotary Award

(BOR Res. No. 157-2009) - Alegre Abelardo - Ledesma Award for Excellence in Culture and Arts

158-2009) The Esteban Javellana Award for Excellence in the Field of Creative Writing

BOR Res. No. 156-2009) - WVSU Student Leadership Award

(BOR Res. No. 118-2009) - Nimia S.L. Lopez Award for Outstanding Community Service

(BOR Res. No. 210-2009) - WVSU Alumni Distinction for Campus Hero

(BOR Res. No. 161-2009) - Athlete of the Year

(BOR Res. 160-2009) - Outstanding Student Assistants Award

BOR Res. No. 111,s.2006) - University Learning Resource Center

(BOR Res. No. 147-2008) - Scholarships

(Approved BOR March 4, 2010) - Policies and Guidelines Governing Student Councils/Accredited/Organizations/Interest Groups and Their Activities

WVSU HYMN

(Zerrudo-Pangan)

From a dream a University grew,
Stirring hearts with a hero's refrain;
Out of darkness faith renew,
That our toils should not fade in vain

West Visayas State University
Hold thy banner high,
Let genius bridge the earth,
And boundless sky.
Set the youth to task half begun,
Seek the rightful place
'neath the sun

Now the dream in bold reality
Alma Mater we love so true
Visions of perfect Unity
Fill our souls as we pledge anew

West Visayas State University
Let that dream come true,
Not far away,
The goal comes into view.
As the youth their task fully done,
Find their rightful place
'neath the sun.

WVSU-MARCH

(Zerrudo-Pangan)

O WEST VISAYAS STATE UNIVERSITY
WE HEAR THY NAME RESOUND
O'ER MOUNTAINS, REGIONS, VALLEYS AND SEAS,
WHERE THY SONS FOR DUTY ARE BOUND.

O WEST VISAYAS STATE,
IN ENDLESS QUEST FOR RIGHT
WE'LL SOON DEPART
AND SING TO FILL OUR HEARTS,
WITH COURAGE FOR THE RIGHT.

MARCH ON, YE LOYAL SONS,
DUTY AWAITS BEYOND THE FLOW'RY BEND;
LET WISDOM SET YOU FREE
RADIANT WITH HOPE
FOR A BRIGHT WORLD TO SEE.

MARCH ON YE LOYAL SONS,
STRAIGHT TO THE PEAK,
MARCH ON, EVER ON,
WE LEARN, WE LABOR, WE SERVE IN THE END,
SWEET CONTENTMENT THE MASTER WILL SEND.

